TEACHING AND LEARNING COMMITTEE MEETING

Monday 27th February 2017	13.30	Dartington C E Primary School	DRAFT MINUTES	

Attendees	Initials	Category of governor Any office held	Time they joined/left if not present for full meeting	Attendees	Initials		Time they joined/left if not present for full meeting
Tony Gregg	TG	Foundation (Chair)		Jill Mahon	JM	Headteacher	
Lucy Woollett	LW	Parent		Abigail Read	AR	Parent	
Martyn Johnson	MJ	Foundation		Anne Lamble	AL	Co-opted	
Michael Potter	MP	Co-opted		Amelia Poore	AP	Staff (Vice Chair)	
Joanne Tisdall	JT	Co-opted					

Apologies	Initials	Reason (Category of Governor)
Sue Veale	SV	Co-opted

Absent without Apology	Initials

In Attendance	Initials	(anyone who is not a governor/ associate)
Yvette Elliott	YE	Clerk
Jamie Wright	JR	Teacher

Minutes to
All Governors
School Web Site

Documents shared or referred to:

- Page 3 of Excellence for All spreadsheet (T&L page)
- Volunteers in school policy (DCC, Aug 2013)
- School Volunteers leaflet
- Evaluating Collective Worship
- Preventing Radicalisation policy
- Data Handling policy
- Technical Security policy
- Online Safety policy
- Digital Literacy & Citizenship T&L plan

Agenda Number	Details of discussion	Decision or action
1 & 2.	**Apologies.**	Accepted
3.	**Declaration of Pecuniary or Business Interests.**	No new interests declared.
4.	**Minutes of the last meeting, held on 16th January 2017.**	Approved and signed by the Chair.
8.	**ICT Presentation** _Policies:_ JW presented some updated policies to the committee. Preventing Radicalisation, Data Handling and Technical Security policies have all been revisited by JW but no major changes have been made. The Online Safety policy has been updated to include 'wearable technology' which can pose some security threats and will be treated in the same way as mobile phones. JM highlighted that this policy was worked on with staff and pupils. _ICT Vision:_ This can be an expensive area for the school when all children have access. There are currently 16 units (old units are repaired/bits used to fix others) but mobile technology is the way forward and laptops are now only C. £100 each. We now buy budget items and have received good trade in deals on laptops from HP. Services are much better value now that they were 3 years ago. _Self-evaluation:_ JW has raised £600 (including funds from the electrical recycling project with Kieran) to cover the application fee for an ICT Kitemark. A self-review will need completing first and when time allows this will be undertaken. _Development of ICT in school:_ JW provides structured lesson plans and this is working well although there have been some teething problems linking all 70 iPads. JW is now able to 'virtually' update and manage these iPads. There is a 3-5 year plan for computing and equipment to manage funding and budgets. _T&L_: Digital Literacy and Citizenship T&L plan was shared with Governors via GoogleDrive. Digital Citizenship lessons are provided by JW. Computer Science (programming) and Digital Literacy (ICT in the curriculum). Programming work could be developed further, but budget and security need sorting first. _Assessment & monitoring:_ JW uses Neopod with teachers in the school which charts what the children have been taught and can show ongoing progress through grid levelling. _Staff CPD:_ SW Grid for Learning offers free CPD which is very good and moving forward, JW is looking at CPD for Google as	Governors to ratify and sign JW's updated policies

this is used very much in the school and may also be provided for free. JW would like to offer training for parents too, following their feedback. SW Grid for Learning does offer teacher/parent/pupil training but this is very expensive.

Records are kept of all staff training and a software audit is ongoing.

JW carried out lesson observations when he had some subject leadership release time, but this is not possible currently.

There is not a formal timetable for laptop use, but teachers manage usage OK between themselves. Timetabling would be more important if whole class sets of laptops were available.

Support: JW keeps records of technical support contact. The virtual technician service may be cancelled.

Finances: Costs have been reduced year on year for ICT. We have moved to a new internet provider and have been able to reinvest in infrastructure (all savings are reinvested currently). Microsoft Office allows 1 login for multiple users. Contracts have been cancelled where they are not essential and for every cancelled programme, new (often free) programmes replace it.

A saving of around £250/year will be made by moving email accounts to Microsoft.

Touch screen TVs are receiving great feedback and should have a positive impact on energy usage compared to projectors. There is a high initial pay-out, but long-term gain including a 10year warrantee.

Forward planning: Internet monitoring software to log adult's and children's internet use via keyword tracking when using laptops etc on and off-site and improve our safeguarding. JW will arrange a free trial and then decide if we implement this. iPads can't be tracked in the same way but a new app has been installed instead.

TG asked about the cost of the monitoring software? JW: When we know how we'll use it, we can decide how many licences to buy. Max £4-5,000 and hopefully £2-3,000 if carefully managed.

JT asked if there is a timescale for buying more laptops so budgets can be planned with an idea of costs? JW: The PTFA may be able to fund some before asking Governors for funds. AL also reminded Governors that Capital Funds may cover these items.

MJ commented that he was reassured by the presentation but asked if JW has a back-up staff member if he is absent? Kieran already works with JW setting up systems and is the current stand-in.

AR asked what happens if a SEND child needs to access ICT for day-to-day learning? JW reported that iPads are assigned

	to particular children and used very effectively. Apps for dyslexia, Autism and Downs Syndrome, for example, are rolled out to all relevant iPads and are beneficial for improving learning as well as for ICT use. Translation programmes where English is an additional language have also been effective. *MP asked if children are able to download their own apps?* JW: No, only he can do this now as teachers are also unable to do so. TG thanked JW for his time and informative presentation.	
5. 1. 2. 3.	**Matters Arising** <u>Attendance notice in newsletter</u> – MP visited the school during morning registration to view and understand the process and has since written in the school newsletter. <u>Share updated Development of Governance</u> – A meeting was held on 27th February and the Action plan was updated. YE to share with all and Governors to comment or raise any questions at next FGB meeting. <u>Investigate IT safety packages</u> – JW has covered this in his presentation.	YE to share updated Dev of Gov action plan. Governors to ask questions at FGB mtg.
6.	**Excellence for All** TG reminded Governors that they need to be fully aware of what is actually going on in the school in order to effectively self-evaluate. LW added that Governors can evidence external evaluation in addition to their own observations. School Leaders have worked on summary sheets and JM will share these with Governors – this will help with appropriately focused questions. Governors looked at two T&L lines on the Excellence for All sheet: *Teacher Standards* - JM was able to confirm that all staff meet this requirement, with one NQT who is mentored by JM. *Demonstration of deep knowledge & understanding from teachers* – AR can see this from children's books and by observing teachers. TG saw this in his visits and was impressed by teacher knowledge. MJ visited, saw books, teacher's assessment and understood how children's attainment was audited (by Helen Eversett and Mariana Foucher) and marked. He was very impressed with Year 6 maths. TG was impressed with the class integration of children with complex needs and F&P committee need reminding of the value of this 1:1 support, with more discussions needed on the budget implications of this provision. JM confirmed that following these school visits Governors can see that T&L is securely 'Good' but we are looking at moving to 'Outstanding.'	
7. 1	**SIAMS process and report** *Dartington as a Church school* – JM explained that the SIAMS	

	report focuses on the key elements of Christian Distinctiveness and being a Church school, Collective Worship, Leadership and RE (although this is not given a judgement). We have to develop this in a way that is right for Dartington. We received an 'Outstanding' judgement but mustn't be complacent and must keep striving to maintain this level. Families choose this school and we must meet the needs of all these children – we are inclusive, open and tolerant. A Christian model is used, but it is interpreted by individuals personal response. Worship must be taught well, with very high expectations and the Christian calendar followed. Totnes Ministry and Diocese support us well. RE teaching is not specifically assessed, but we must clearly evidence how it is combined with other subjects.	
	Areas highlighted for improvement are:	
	- Self-evaluation of collective worship (JM shared a monitoring form) - we are now able to do this. - Children leading worship – we are already developing this. - Governors to report back and evidence – Lead Governor reports and meeting minutes. - Ethos committee – TG inviting members in next newsletter.	
	AP has included Governor related recommendations in the Governor action plan.	
	AR highlighted that Christian values are also values that all children should hold, even when not explicitly Christian. JM shared a copy of Spring '17 Assembly Focus and Planning Sheet and confirmed that staff feel comfortable leading.	
	Open the Book has been a real success and Forest Families acts of worship are planned and integrated. Class themes are always linked (currently 'Role Models'). Thrive statements for KS1/KS2 draw on Christian Distinctiveness.	
	MJ proposed a formal vote of thanks to all staff and Governors involved in the SIAMS process and on our excellent grading. *AR asked if the report could be posted on our school website?* JM confirmed that this is planned, along with some quotes.	
	JT asked if there is any progress in filling the Foundation vacancy? TG confirmed that the Diocese have not been forthcoming with new Governors.	
	JM informed Governors that the entrance to the new school will have a Psalm verse displayed and each classroom will also have a Bible quote as a result of interest generated by the school community.	
9. 1.	**Parental Engagement** Report & feedback – AP attended the last meeting and AR will	AP to inform Governors

2.	attend on 28th Feb. PTFA are seeking new members. AP met with new families last week and has invited them to attend these meetings. It was agreed that Governors should join AP to meet new families each half-term to introduce themselves. _Review of processes_ – SV to take on Parental Engagement Lead, with LW helping.	of next meeting with new families
10. 1. 2.	**Safeguarding and Attendance** _Safeguarding_ – JM reported that our safeguarding processes are secure with judgements in the school corroborated by wider agencies, including the Multi Agency Safeguarding Hub. _Attendance_ – Attendance sheets were discussed with parents at Parent's Evening and any parents that missed this will be followed up by AP. _AR asked if this is for all children, or only those with poor attendance?_ AP will review the data and talk to families where there are concerns. LW felt that the morning process seemed calmer and smoother and asked _has lateness been improved as a result of the changed procedure?_ AP confirmed that some families still have a high incidence and there are several we are already working closely with. Patterns are being investigated. _JT asked if best attendance is rewarded?_ JM confirmed that this does not happen as it is hard for some family demographics and absence due to genuine illness is appropriate, but there are 'Lucky Day' awards. MP has reviewed the Attendance Workbook and praised staff for their excellent work on this. _AR asked what attendance looks like if you remove 'outliers' such as persistent absences or specific cohorts?_ AP confirmed attendance at 94.3% at the end of January, but this increases to 95.3% without these groups. Our target is 96%. JM reminded Governors that absent children have their standards affected, which the school is also responsible for.	
11. 1.	**Policies** _Volunteers in School policy (DCC, Aug 2013):_ Reviewed and ratified by Governors. School Volunteer leaflet was also shared. TG has an updated Child Sexual Exploitation policy to bring to our next meeting.	YE to update and file policy
12.	**Lead Governor Roles** JT will join the T&L committee as ICT Lead. AL will join the T&L committee as Maths Lead with MJ.	
13.	**The meeting closed at 3.05pm and the next meeting is on Monday 24th April 2017, 1.30-3pm.**	