

**BOW COMMUNITY PRIMARY SCHOOL
TEACHING AND LEARNING COMMITTEE – NO.4
Minutes 7 May 2019 – 6.00pm**

Present: Tina Baskerville (Chair); Anita Jellings (Vice-Chair); Lesley Hodgson (Head);
Tamsin Kilner; Kathryn Tayler; Erin Blake; Megan Heath (Clerk)

4.1	Apologies
4.2	Minutes of T&L 12.02.19
4.3	Matters Arising
4.4	SDP
4.5	IDSR Analysis
4.6	Governors Maths Visit
4.7	Moderation Feedback
4.8	Staff Performance Management
4.9	Policies 1. Attendance 2. Display 3. Sex Ed and Relationship
4.10	SEND Report
4.11	Equality Act
4.12	Policies 1. Equality and Cohesion 2. Looked After Children 3. Supporting Pupils with Medical Conditions and Administration of Medicines 4. AG&T (Rebranded) 5. Safe Touch/Safe Handling
4.13	Governor Visit Monitoring Form
4.14	Parents
4.15	Pupil Questionnaire
4.16	Policies 1. Communication 2. Governor Visiting
4.17	T&L Meeting Change
4.18	For FGB
4.19	Communications
4.20	Actions
4.21	Training
4.22	Portfolio Development
4.23	Recruitment Succession Planning
4.24	Next Meeting Date

PROCEDURAL

4.1. **Apologies** received from Anna Fay.

4.2. **Minutes** 12 February 2019 were agreed as an accurate record.

4.3 **Matters arising** from the minutes of 12 February 2019

Noted that:

- Item 3.1 AF has delivered positive feedback to Amy Harvey

- Item 4.2 Item on agenda (Item 12.4)
- Item 4.4.3 Item on agenda (Item 12.5)
- Item 4.4.5 The SEND policy has been updated and ratified at FGB.
- Item 4.4.5 LH has removed the 2017 SEND report from the policy section of the website.
- Item 5.1 Item carried forward due to lead governor leaving. EB to take this on.
- Item 5.3.1 Item carried forward.
- Item 5.3.2 Item on agenda (Item 13)
- Item 6.2 TB to chase TN to confirm action has been completed.

ACTION: LH to remove duplicate SEND policies from school website so that the only copy is on the 'Policy' page; EB to look into what is already happening, with regards to the Community Engagement Plan; EB to explore the possibility of a Village Hall noticeboard; TK to explain to MA and EB how to review policies; TB to confirm that TN has handled complaint regarding quality of the Exclusion Training.

CURRICULUM AND STANDARDS

4.4 SDP

Noted that:

- The SDP is going well, the staff are on track and achievements are being made.
- Certain tasks cannot be achieved due to budget constraints, these will not be removed, but have been noted.
- Nothing on the SDP is standing out as unachievable.
- *Governors asked how the budget will impact the SDP.*
 - It will have a greater impact on staff, over children.
 - SEND is the area which will see the greatest impact.
 - We only receive £4500 per SEND pupil, but we need £6000.
 - Staff are already being affected.
- *Governors asked how the budget is already affecting staff.*
 - LH explained how TAs there are fewer sessions covered with TA's in class, this leaves teachers unsupported in lessons trying to support other pupils with needs and having to deal with potential outbursts from other class members alone. This is increasing staff workloads. One member of staff is on sick leave.
 - We have 5 classes and only 3.5 TAs. The children further up the school are less dependent and therefore have less TA time, however, there are many who would benefit from extra support.
- *Governors asked what can we do.*
 - LH explained how the current situation is unprecedented.
 - Families elsewhere in the country have been seeking a government judicial review regarding the current situation.
 - The funding for schools does not take into account the increase in teacher pensions, staff wage increases, increases in costs, etc.
 - Specialist provision is being looked into for one SEND pupil.
 - Parents are being kept aware of the current situation via the school newsletter and the media.
- *Governors asked if there are any other areas of impact.*

- LH explained how the education and wellbeing of the children is paramount, and she hopes that this will not be impacted.
- The member of staff on sick leave is being covered internally, meaning the costs are being kept lower than seeking external cover.

4.5. IDSR Analysis

Noted that:

- The items listed on this report are the only items OFSTED will look at.
- Staff may wish to collect other areas of data, if it is useful to them.
- This report is issued annually; the first four pages are our key focus.
- Our aim is to be in the top 2 quintiles on the relative progress charts.
- The 'Disadvantaged' results are very good.
- The 'Low at KS1' results are moving in a positive direction.
- Maths needs a strong foundation installed during KS1.
- The 'KS1 attainment' details on Page 1 is of concern.
 - Amy Harvey is currently working on ensuring the strong foundation of maths in KS1 is being achieved.
- The absence, detailed under 'Behaviour', is of great concern.
 - This is largely due to unauthorised term-time holiday.
 - The Local Authority is only investigating individuals if their number of absences is over a certain number.
 - Some parents continue to request leave to take children on holiday in term time despite a warning letter being sent to all parents at the beginning of this year.
- We should always focus on the results of this report when discussing the SDP.
- Marking is being looked at, as an area which time can be saved for teachers.
- SIMS is now being used instead of SPTO.

4.6 Governor Maths Visit

Noted that:

- KT and EB circulated the Governor Learning Walk Form to all present.
- Overall, the visit was very encouraging.
- Any Harvey was very thorough in explaining her plan. Everything witnessed on the visit was in line with the plan.
- There was consistency in the way things are being taught across the classrooms.
- The children were comfortable with asking for help and joining in with class activities.
- *Governors asked if there was an evidence of closing gaps between ability groups.*
 - The way activities are presented in classrooms means that a child can attempt a higher level activity if they feel able.
 - Individuals are closely monitored through assessments
- Doodle Maths was praised, however, this has been cut due to the budget constrictions.

4.7 Moderation Feedback

Noted that:

- This is no longer required as it in the SDP.

- Moderation now happens internally once a term.

4.8 Staff Performance Management

Noted that:

- The interim meetings with the teachers are complete.
- The support staff are not completed mid-term, due to lack of man-power and minimising disruption to the classes.

4.9 Policies

4.9.1 Attendance Policy

Noted that:

- LH has completed this.
- To be carried forward for ratification.

4.9.2 Display Policy

Noted that:

- This has been completed.

4.9.3 Sex Ed & Relationship Policy

Noted that:

- This policy was updated during the Spring term.

INCLUSION

4.10 SEND Report

Noted that:

- TB and KT will meet with AG soon.
- AG has rag rated the SEND tasks in the SDP and they are on track to complete within timeframes stated.
- There are now 4 Children in Care in the school, which is using a majority of AG's time.
- AG to provide a SEND impact statement in June.

4.11 Equality Act

Noted that:

- We need equality objectives, as well as a policy.
- Whimple Primary Schools Equality policy was explored.
- A sub-committee, of governors and staff, was suggested to produce an equality policy.
- Equality objectives will be embedded into the SDP.
- We do not need a separate transgender policy, it can all be incorporated into the equality policy.
- The uniform policy is to be updated to be unisex.
- The need to celebrate diversity is not clear in our policy, the sub-committee need to consider this.
- Only audits are aware of our achievements, the IDSR is not.
- Girls vs. boy data will still be required.

ACTION: TB to prepare a proposal for FGB 5

4.12. Policies

4.12.1 Equality and Cohesion

Noted that:

- This policy is currently under review.

4.12.2 Looked After Children

Noted that:

- This policy has been renamed 'Children in Care'.
- Carried forward for ratification.

4.12.3 Supporting Children with Medical Conditions and Administration of Medicines

Noted that:

- This policy has been updated.
- A new form has been created, meaning that staff can now administer non-prescribed pain relief.
- Doctors will not prescribe Cal-pol and some children do need the pain relief during the day.
- Non-pain relief medications (eg. Cough medicines) are not covered by this policy.

Proposed by TB. Seconded by KT. Agreed by ALL.

4.12.4 AG&T (Rebranded)

Noted that:

- This item is carried forward.

4.12.5 Safe Touch/Safe Handling Policy

Noted that:

- Minor changes have been made.

Proposed by TB. Seconded by KT. Agreed by ALL.

COMMUNITY AND PARENT LINKS

4.13. Governor Visit Monitoring Form

Noted that:

- *LH asked if governors still need visiting forms.*
 - AJ explained that they need guidelines and focused items to observe.
- The main items to focus on during visits, as detailed at the new governor training, are having a clear aim, linking with the SDP and any questions wanting to be asked. There is no specific format with which the visit has to be reported back.
- AJ is continuing to develop the new forms.

ACTION: AJ to ensure guidance around governor visits to the school and the reporting of visits to the school is incorporated into the portfolio development.

4.14 Parents

Noted that:

- FOBS' Mother's Day fundraising was successful.

- OFSTEDs main focuses are staff well-being and parent voice.
- Getting parents to attend governor meetings has always been difficult.
- There is a hope that once the ParentLite system is running that more feedback may be generated.

4.15 Pupil Questionnaire

Noted that:

- The questionnaire has not yet been prepared.
- Staff were asked for input, the focus is to be on marking and feedback.
- Marking takes approximately 5-6 hours of teachers' time per week, so any reduction would greatly ease their workload.
- Staff have generated questions, aimed at the KS2 classes.
- *Governors asked whether questions about mental health and overall happiness should be incorporated into the questionnaire.*
 - LH believes that children with mental health issues would be detected via CPOMS and regular staff discussions.
 - Anxiety as an issue seems to be spoken of regularly in the media.
 - Ways to help parents manage their emotional wellbeing and support their children were explored.
- *Governors asked if we should send a communication to parents detailing advice on how to deal with anxiety.*
 - There is already a lot of advice available.
 - There is no available resources to be able to work out individual plans.
 - A potential wellbeing session at the school for parents was discussed.

ACTION: TK to seek well-being practitioner to talk to parents.

4.16 Policies

4.16.1 Communications Policy

Noted that:

- There are no major changes to this policy.
- "Or carers" added after each mention of parents, to fit with our increase of children in care.

Proposed by TK. Seconded by TB. Agreed by ALL.

4.16.2 Governor Visiting Policy

Noted that:

- There are no changes to this policy.
- This will need to be cross referenced with new governor visit form.

Proposed by TK. Seconded by TB. Agreed by ALL.

GOVERNANCE

4.17 T&L Meeting Change

Noted that:

- Moving T&L meetings to be during the school day would have huge advantages for LH and AF.

- TK is available Mondays and Fridays; KT is available after July; EB can be available, childcare pending; MH is available.
- Friday is the favoured day as it will have lowest impact on children.

4.18 For FGB

Noted that:

- Items to be taken to FGB
 - Equality Policy (as per ACTION in item 4.11)
 - The budget impact on T&L.

4.19 Communications

Noted that:

- There are no communications from this meeting.

4.20 Actions

Noted that:

- The GAC was updated.
 - 'Safeguarding update' removed as it has been completed already.
 - 'SEF update' is not required. *Governors asked why the SEF is not needed. It is very similar to the SDP.*
 - 'School council update' removed.
 - Maths walk removed as it has been completed already.
 - 'SEN learning walk' updated to remove 'Look at the quality of intervention provision' and to include looking at the progress of children in care.
 - 'Playground buddies' removed as this is not currently running.
 - TK to look into effective mechanisms for communications.
 - 'SATS overview' moved to FGB as the results will not have been received before the next T&L meeting.

4.21 Training

Noted that:

- KT requested governor safeguarding training and governor SEND training, during the autumn term.

4.22 Portfolio Development

Noted that:

- The T&L Annual Cycle document, circulated prior to the meeting, was referred to.
- AJ explained the benefits of portfolios, including a reduced amount of governor meetings.
- AJ asked governors to consider which items could be sent to FGB and which should stay in the T&L committee. It was suggested that 'box checking' items could go to FGB.
- EB stated how she believes clear portfolios will give greater governor focus.
- *Governors asked if we should trial the system for a year, in case it does not work.* It was pointed out that we will be audited in that time. Also, OFSTED will ask governors specific questions on their areas of focus, and the portfolio will allow them to have a key member of staff to have as a contact.

4.23 Recruitment Succession Planning

Noted that:

- Governors were asked to identify T&L related desirable skills and attributes that they desire the, soon to be advertised, new governors to have.
 - Safeguarding and SEND experience.
 - Experience with data.
 - Legal experience.
 - Community, perhaps council member, and fundraising experience.
- A parent governor can also be carer or grandparent.

ACTION: MH and AJ to start recruitment process.

4.24 Date of next meeting: Tuesday 11 June 2019

Noted that:

- TB is unable to attend this meeting. TK will chair in her place.