



Bow Community Primary School 20th November 2018 - 6.00pm Teaching & Learning Committee Meeting

Meeting 2 –						
Attendees	Initials			Attendees	Initials	
Anna Fay	SD	Staff		Katherine Tayler	KT	Co-opted
Lesley Hodgson	LH	Headteacher		Anita Jellings	AJ	Chair FGB

Apologies	Initials	
Tina Baskerville	TB	Chair
Tamsin Kilner	TK	Parent Governor

Absent without Apology	Initials

In Attendance	Initials	
Susan Vile	SV	PA to the Governors

Minutes to
All Governors
School Website

	Agenda	Led By
PROCEDURAL ITEMS		
1	Apologies & Correspondence	Chair
2	Minutes & Matters Arising	Chair
Curriculum		
3	Data Dashboard	LH
	Visit Feedback - Maths	KT/AF
	Policies	KT/AF
Inclusion		
4	SEN Report	LH
	Safeguarding/antibullying logs	LH
	Visit Feedback - SEN	
	Policies	
Community		
5	Visit Feedback - FOBs	TK
	Parent Communications	ALL
6	Training	ALL
	Communications	
	Next	AJ
13	Date of next meeting	12.02.19

2.1.1	Apologies were received from TB & TK			
2.2.1	The minutes of the 25.09.18 were signed as a true and correct record of the meeting.			
2.2.2	Matters Arising – 1.4.1 – SEN report is on the website. A reduced price for the Bow & Arrow school update has been agreed. 1.6.1 – Due to TB illness the responsibilities for inclusion are under review. 1.10.1 – Governors Strengths & weaknesses this will be incorporated into the governors self evaluation at the end of the school year. 1.12.1 – The governors school email addresses are in the process of being made live.			
2.3.1	Data Dashboard – get data dashboard details from LH. LH distributed the data dashboard overview for KS2. It is pleasing that the overview shows that male low attainers born in the summer have performed well. The lower performing groups of female middle attainers some with SEN support included 3 pupils who had entered school at the beginning of year 6. The head will look at evaluating the impact of these on overall performance. Whilst it is pleasing to note that performance has improved year on year since 2016, priority will be given to seeking further improvements to meet, or exceed, national standard. Maths will continue to be the priority subject area in this academic year. We will continue to monitor progress rather than attainment until the anomaly resulting from the changing methods of measuring attainment have worked through the system in 2 years time.			
2.3.2	Visit Feedback – Maths – KT did a Maths visit – evidence of planning and marking followed through the school. Constructive marking especially in Yr1/2 class since new supply teacher was employed. Would have liked opportunity to speak to staff instead of just looking at the books. There were not any White Rose planning materials for Reception at the time of the visit but AF has now found some.			
2.3.3	Policies – The Handwriting, Home Learning and Marking and Feedback policies have been reviewed by the staff, everyone was in agreement to adopt them.			
2.4.1	SEN Report – a verbal report was given by LH. The increase in the numbers of SEN and the increase of need for each SEN pupil together with significant numbers of safeguarding referrals requiring ‘early help’ have resulted in a much increased workload for the SENCO and assistant SENCO. The SENCO will be asked with immediate effect to record working hours, in order for the head to review the contracted hours. An opportunity will also be sought to feedback the issue at a higher level in Devon and/or nationally.			
2.4.2	Safeguarding/antibullying logs – the chair and the head have reviewed the safeguarding and the antibullying logs for the first half term of this year.			
2.4.3	Visit Feedback – SEN – TB carried out a visit. The SEND learning report was discussed and thank expressed to TB for an excellent report. Points to share with governors that were particularly noted: The development of the sensory area will require funding and will be placed on the FGB agenda.			
2.4.4	Policies – The Able Gifted and Talented policy is due for review. LH will seek clarification for the responsibility for this. LH and AF will take responsibility for reviewing it.			
2.5.1	Visit Feedback – FOBs – The FOBs visit feedback was not available due to the absence of TK.			
2.5.2	Parent Communications – LH meeting with Mrs Thomas: Electronic payments are something parents are requesting, this will be gradually phased in, to be fully in place by September 2019. Communication through the newsletters is not always effective,			

	therefore a specific email address for parents to raise concerns will be considered amongst other solutions to enable effective communication between school and parents. This will be a focus in the spring term. FOBs Christmas Fayre is on the 30 th November and all the school Christmas events are progressing.			
2.6.1	Training – No training has been undertaken. KT will do safeguarding training next term in readiness for assuming governor responsibility for Inclusion next year.			
2.6.2	Communications – LH will extract a suitable section from KT’s learning walk report for Bow Times. For FGB chair will report key items from data dashboard discussion and the SEN report.			
2.6.3	Next – The Governor Action Calendar for half term 3 was reviewed. Chair to amend and distribute			
1.13.1	Date of Next Meeting – 12.02.19			