

**BOW COMMUNITY PRIMARY SCHOOL
TEACHING AND LEARNING COMMITTEE – NO.5
Minutes 11 June 2019 – 6.00pm**

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

5.1	Apologies
5.2	Minutes of T&L 07.05.19
5.3	Matters Arising
5.4	SDP
5.5	Pupil Behaviour
5.6	Pupil Questionnaire
5.7	SRE and RE
5.8	PSHE and Cultural Curriculum
5.9	Policies 1. Attendance
5.10	SEND Learning Walk
5.11	Equality Act
5.12	Policies 1. Children in Care 2. AG&T (Rebranded)
5.13	Parents
AOB	Community Engagement Plan
5.14	For FGB
5.15	Communications
5.16	Training
5.17	Next Meeting Date

PROCEDURAL

5.1. **Apologies** received from Tina Baskerville.

5.2. **Minutes** 7 May 2019 were agreed as an accurate record, following a minor alteration.

5.3. **Matters arising** from the minutes of 7 May 2019

Noted that:

- Item 4.3 LH has removed duplicate SEND policies from school website.
- Item 4.3 Community Engagement Plan to be discussed after Item 5.13.
- Item 4.3 EB approached a member of the Village Hall Committee with regards to having a school notice board displayed there. The reply she received was less than enthusiastic, questioning why people would be interested. EB is to write to committee, therefore hopefully reaching all members.
- Item 4.3 TK expressed concern at being given the task (in her absence) to explain how to review policies to new governors, due to the vast differences between contexts of different policies. It was discussed whether we could create guidelines for all governors to follow. It was decided that, due to all policies being so different in style and form, if governors require help or guidance then they are to approach AJ or MH, who can assist.
- Item 4.3 TB confirming that TN has handled complaint had been carried forward due to her absence.
- Item 4.11 TB did prepare, and present, an Equality Act proposal for FGB 5.
- Item 4.13 Governor Visits guidance is being incorporated into the portfolio development. The work on these is ongoing, however, these should be ready for FGB 6.

- Item 4.15 TK has approached a well-being practitioner, to talk to parents. However, due to circumstances within their workplace, she has been unable to book them. This item is ongoing.
- Item 4.23 Recruitment process has been started. Following a note in the Bow Times, there has been no interest. A letter is to be sent home to all parents. New parents are to be approached at the new parents meeting.

ACTIONS:

- 1. EB to write to Village Hall Committee about the possibility of a School Notice Board display.**
- 2. TB to confirm TN has handled complaint regarding quality of the Exclusion Training.**
- 3. TK to update on the progress of booking a well-being practitioner to talk to parents.**
- 4. AJ to write letter to send home to parents, seeking new parent governors.**
- 5. LH/AJ to approach parents at the new parents meeting on 26/06/19, with a view to becoming parent governors.**

CURRICULUM AND STANDARDS

5.4 SDP

Noted that:

- Many items for this year have been achieved.
- The areas that have not/will not be achieved are budget related resources concerns
- We cannot look at pupil progress yet, this will be assessed at the end of June and reported back to FGB.
- *Governors asked if this meeting should be scheduled later in the school year.*
 - It was explained how pupil progress would have to be discussed at FGB anyway. Moving T&L would mean FGB would need to be moved and there are not enough weeks in the term.

ACTION: MH to put pupil progress onto FGB agenda.

5.5 Pupil Behaviour

Noted that:

- KT explained how, having just viewed the safeguarding logs, LH currently has a large amount of safeguarding referrals, however, a majority of these are for just 2 families.
- There are 31 reports of safeguarding. 22 of these are for just 2 families. 16 of these are for 1 family.
- There has only been 1 incident of bullying in the last half term, which was considered to be a misinterpretation of behaviour.
- There have been 9 aggressive incidents, which can be largely attributed to one pupil.
- *Governors asked if these aggressive incidents have impacted on other pupils.*
 - LH explained how they are now much more contained so have a much reduced impact.
- *Governors asked if the school is concerned about the possibility of these incidents intensifying after the long summer break.*
 - LH explained how they are not sure if this pupil will be with us in September, and if he is there is little we can do to prevent this.
- *Governors asked if the family with 16 safeguarding reports is having an impact of staff.*

- LH explained that this is having a great impact on staff as there are 3 different children involved and they are each in different classes, therefore involving more staff.
- This high number of safeguarding reports is similar across many local schools.
- Overall, there are no concerns or trends, only the 2 families discussed.
- With one exception, all pupils' behaviour is exceptional and they are generally very polite.

5.6 Pupil Questionnaire

Noted that:

- All questionnaires have been completed and are currently being sent off for analysis.
- The questionnaire was devised by staff with a focus on marking and feedback.
- According to current OFSTED guidelines, the school is marking at a greater depth than required.
- The results of the questionnaire will hopefully lead to a change in the marking policy, freeing up some time for the teachers.
- This is to be an item on the first T&L meeting next year. The questionnaire results will have only been provisionally looked at by then, as the new staff will need to have an input into the analysis too.

ACTION: MH to add Pupil Questionnaire analysis to T&L agenda.

5.7 SRE and RE

Noted that:

- Sex and Relationship Education (SRE) happens every term and forms a part of the science curriculum.
- This gets built on from reception, through to year 6. (Starting with basic relationships, ending with puberty)
- A new syllabus has arrived, this needs to be carefully worked out as it is written for a standard class structure (non-mixed classes). Some year groups will get a repeated year.

ACTION: MH to add review of this in 1 year to agenda.

5.8 PSHE and Cultural Curriculum

Noted that:

- Under the developing equality policy, many cultural events are going to be marked, twice a year, over a 5 year programme. (eg. Holocaust Day, Jeans for Genes Day, etc)
- British values are embedded into the SDP, there are no separate lessons.
- *Governors asked if Pride is involved.*
 - Under the new equality act it will be.
- There is a new guidance document; this will be looked into deeper once the new staff have started.

5.9 Policies

5.9.1 Attendance Policy

Noted that:

- This policy was created collectively with other local schools.
- From September, all term time holidays are being reported to County. Parents can be fined up to £2500 for unauthorised holidays.

- Parents did receive a communication at the beginning of the year warning them about the changes to the rules.
- *Governors asked if the school should inform parents again.*
 - The idea of a notice board at parents evening was discussed, so that parents can discuss with governors face to face.
- It is believed that until someone actually receives a fine, parents will continue to ignore the rules.
- AJ pointed out County's need for consistency (multiple child families receiving a fine per child).
- This policy is the heads responsibility.

Proposed by TK. Seconded by KT. Agreed by ALL.

ACTIONS:

- 1. LH to organise a notice board for parents evening.**
- 2. MH to move this policy to FGB next year.**

INCLUSION

5.10 SEND Learning Walk

Noted that:

- Ali Gillard's TA is off sick (long term), which has massively impacted her workload, along with budget pressures and extra looked after children (this number will soon be back down to 2).
- The annual report will be late. Reports are supposed to be written every 6 weeks.
- There are currently 4 delayed speech and language referrals.
- There has been no time to meet with teachers to review IEPs.
- The future of Thrive interventions cannot be guaranteed.
- Staff would benefit from training in corporate parenting.
- AGs role is very paper driven, she is allocated 7 hours a week, and is always working well over this.
- *Governors asked if she had received an hours increase, discussed as a possibility earlier in the year.*
 - She has not as there is no room in the budget.
 - Any overtime she does she claims back in lieu.
- *Governors expressed concern over AGs well-being and the sustainability of this situation.*
 - There is little we can currently do. AG expressed how she is expecting things to be this bad for only this half term, before her TA returns.
 - It is not worth training someone else to assist her as by the time they would be in a position to actually help, the TA should have returned.
- The SEND parent questionnaires have not yet been sent out. **Governors have instructed that, in order to mitigate pressure on AG, the questionnaires are to be scrapped this year.**
- *Governors asked what else could be removed from AGs workload.*
 - The annual report is statutory, so that has to remain.
 - AG was instructed to remove school email from her phone, to prevent her from checking them all the time.
 - Governors are very concerned about this situation.
- *Governors asked if parents should be officially informed of the current situation.*

- It was agreed that a letter shall be sent to affected parents.

ACTIONS:

- 1. LH to instruct AG, on behalf of governors, to suspend parent SEND questionnaires for this year.**
- 2. LH and AJ to communicate with affected parents regarding current SENDCo situation.**

5.11 Equality Act

Noted that:

- This is an SDP objective, it will be embedded in the 5 year cycle.
- Every policy is to be checked for use of non-gender specific language and corrected, if necessary.
- Awareness days for different cultures/events have been discussed.
- Parents are to be approached to ask what they would like their children to learn about.
- The development of this is ongoing.

5.12 Policies

5.12.1 Children in Care

Noted that:

- Item carried forward.

5.12.2 AG&T (Rebranded)

Noted that:

- A majority of schools no longer have AG&T policies.
- Handout distributed.
- AF proposed that we add an AG&T statement to the Curriculum policy, in lieu of its own policy.
- All agreed it would be a shame to lose AG&T altogether.
- It will be called “Most Able Statement” and it shall be shared to the Curriculum page of the school website.
- The new teachers must be made aware of this as they will have had no experience of the original AG&T policy.
- This ties in with both the school ethos and the motto.

ACTION: AF to complete final amendments to statement then have it put on the website.

COMMUNITY AND PARENT LINKS

5.13 Parents

Noted that:

- There has been no direct feedback from FOBS, however, it is believed the Father’s Day stall was a success.
- Parent governors have received complaints with regards to School Gateway, however, these are not believed to be a problem, yet.

AOB Community Engagement Plan

Noted that:

- We are currently engaging well.
 - We deliver regular communications through the Bow & Arrow (village magazine).

- We have links with Bow Bears Preschool.
- We have visitor assemblies.
- FOBS host village wide events (eg. Summer fair)
- A lot of our staff live in Bow.
- It was discussed what else we could do. We need volunteer readers. It was suggested that we put an appeal out in the Bow & Arrow and/or Monachorum Matters. The Village Hall or Co-op could advertise on their notice boards for us. MH could approach the WI.
- With regards to identifying links with local businesses, it was suggested that the singing club could perform at the Garden Centre. They are hoping to perform in the Village Hall at Christmas again this year.
- *Governors asked if the children would be interested in campaigning, suggesting they could place posters around the village.*
 - LH explained that this would need to be linked with the curriculum but there is no reason why not.
- It was discussed whether having a link with the Parish Council could be helpful, along with using GQ as a link (with him being both governor and parish councillor).
- We could be utilising our parent pool (eg. Children could visit a local farm, many owned by parents)

ACTIONS:

- 1. EB to write a piece to go in Bow & Arrow and Monachorum Matters about all the ways we engage in the community and appealing for more volunteer readers.**
- 2. MH to appeal for volunteer readers from Bow WI.**

GOVERNANCE

5.14 For FGB

- FGB to be informed of removal of AG&T policy, and replacing it with statement.
- Positivity of children's behaviour to be noted.
- Update of the ongoing work with the equality act.
- The concerns of the current pressure/workload on AG to be discussed.

5.15 Communications

- A noticeboard at Parents Evening regarding Unauthorised Absence fines.
- Bow Times, Bow & Arrow and Monachorum Matters to be sent a piece about community links and volunteer reading.
- Co-op, White Hart, Village Noticeboards to have poster displayed appealing for volunteer readers.

ACTIONS:

- 1. EB to create poster appealing for volunteer readers.**
- 2. EB to contact Garden Centre regarding the possibility of having a school notice board installed.**

5.16 Training

Noted that:

- KT is booked to attend the OFSTED update on 26/06/19.
- LH is booked to attend the Heads OFSTED update on 26/06/19.

- KT has requested to be booked onto 'Responsibilities of the Safeguarding Lead' on 26/11/19.

ACTION: MH to book KT training request.

5.17 Date of the next meeting: Friday 27 September, 1.30-3.30pm.