

**BOW COMMUNITY PRIMARY SCHOOL  
TEACHING AND LEARNING COMMITTEE – NO.3  
Minutes 12 February 2019 – 6.00pm**

Present: Tina Baskerville (Chair); Anita Jellings (Vice-Chair); Kathryn Tayler; Anna Fay; Erin Blake; Lesley Hodgson (Head); Marc Astley; Megan Heath (Clerk)

1. **Apologies** received from Tamsin Kilner.

2.1 **Minutes** 20 November 2018 were agreed as an accurate record.

2.2 **Matters arising** from the minutes of 20 November 2018

*Noted that:*

- Item 2.2.2 KT is having problems accessing her school email address, it needs to be reset,

**ACTION: KT to arrange for password to be reset**

- Item 2.3.1 LH has looked at the impact that 3 low achieving pupils entering the school in year 6 last year has had on the overall performance of the school.
  - Removing these pupils from the statistics resulted in the following scores: Reading 81%; English/Grammar 81%; Maths 75%. This more accurately represents our performance.
  - Ofsted does not take this into consideration.

## **Curriculum and Standards**

### **3.1 SPTO Analysis**

*Noted that:*

- Governors are aware that results do not reflect what other circumstances/issues maybe affecting children's performance ie home environment, personal events, illness etc
- The figures on the report are across all subjects, therefore a child may be talented in some subjects but not others and this would not be reflected accurately in the statistics.
- Literacy scores show improvement.
- The school prides itself on looking at individuals' literacy.
- The data in this report will be compared to the data on the next report.
- The positive impact of the immersive curriculum seems evident in data.
- The summer term lesson planning will be an opportunity to identify and incorporate areas of the curriculum that have not been taught as yet in the immersive curriculum model.

**ACTION: AF to deliver very positive feedback to Amy Harvey on her comprehensive report.**

### **3.2 Moderation Feedback**

*Noted that:*

- All teachers visited Lanscore Primary school, along with Haywards Primary and Sandford Primary for moderation.
- Very positive feedback via AF that it was very useful and helpful ideas were shared.
- We are currently on a par with, or above, the other schools.
- We need to focus on engaging pupil feedback.

- Chris Johnston has been invited to work with Landscore Primary School to demonstrate his approach to teaching literacy, a member of Landscore will come and work with him at Bow.
- Another visit is to be arranged with the same schools later this year.

### **3.3 Maths**

*Noted that:*

- A governor visit focusing on Maths is planned for this term.
- It was useful to look at the SPTO report prior to the visit for information.

### **3.4 Religious Education Policy**

*Noted that:*

- This policy needs to be reviewed by the staff in their regular meeting.

## **Inclusion**

### **4.1 Safeguarding Audit Report and Action Plan**

*Noted that:*

- Audit was completed by AJ and LH in November 2018.
- Safeguarding Action Plan developed (copy to be emailed to TB by LH as she was unable to attend the Audit meeting)
- Action plan identifies a need for guidance to be developed for all Governors to monitor Safeguarding practice in school during every visit. (could be added to new Governor Monitoring Form).
- We investigated if key staff/SLT need training in Devon Early Help offer and use of Right for Children. The training that LH attended through the CLC was pointed out by the Early Help Co-ordinator, Sam King, to be sufficient.
- New governors to access Early Help Awareness training and will become aware of responsibilities re safeguarding in their pending New Governor training.
- Unisex uniform advice will be introduced for the next school year. This led to a wider note that when reviewing policies, we need to be mindful that language is gender neutral/Inclusive
- Advised to create transgender policy. Discussed as to whether we need one. Decided to review if the need arises.
- The SSRE policy is to be revised to in light of LGBT LGBT, based on government advice.

### **4.2 AG&T Policy**

*Noted that:*

- AF (AG&T coordinator) and TB (SEND Governor) met for their annual meeting on 28.1.19. Policy is due for review.
- Although no longer a compulsory policy for schools our ethos of supporting children as 'individual and celebrate talents that each child brings to school' is reflected well within the AG&T approach.
- Few schools seem to have an AG&T policy on their website.
- The AG&T policy is due for review and it was agreed that the name, approach and guidelines would benefit from being refreshed and more reflective of the current approach to AG&T at Bow school.

- Parents can be signposted to websites such as: <http://www.potentialplusuk.org/> which is a website providing information to families of children with 'Higher Learning Potential'.

**ACTION: AF to rebrand policy and take to staff.**

#### 4.3 Anti-bullying and Safeguarding logs

*Noted that:*

- LH and TB met before the meeting and discussed issues reported and action taken.

##### 4.4.1 Anti-Bullying Policy

*Noted that:*

- The policy is written in an inclusive way so could tie in with LGBT and Transgender issues raised on Safeguarding audit.
- This policy has been amended and the changes have been noted at the back of the policy.

Policy proposed by TB. Seconded by AF. Agreed by all.

##### 4.4.2 Intimate Care Policy

*Noted that:*

- No changes to this policy.

Policy proposed by AJ. Seconded by AF. Agreed by all.

##### 4.4.3 Safe Touch/Safe Handling Policy

- Item carried forward as staff have an external trainer attending to update them on current approaches on the non-pupil day 25.2.19.

##### 4.4.4 Child Protection and Safeguarding Policy

- Updated information/amendments need to be made and this will go to FGB on 19.3.19.

##### 4.4.5 SEND Policy

*Noted that:*

- Policy needs to be checked for updates.
- Termly meeting with TB and AG explored whether any children with SEND have AG&T.
- The funding of SENDCOs role to go to Resources Committee.
- SEND report from 2017 needs to be moved to the Inclusion page on school website.
- New clerk will be able to carry out other updates to website once appropriate training and access received.
- There are currently 2 Children in Care in the school. Personal education plans have been developed by AG, TB and SENDCO to monitor termly.

**ACTION: TB to check for updates to SEND policy.**

**ACTION: LH to move 2017 SEND report from policy section of website, as the current and up to date one is on the Inclusion section.**

## Community and Parents Links

### 5.1 Community Engagement Plan

*Noted that:*

- This has not be completed due to personal circumstances.
- Ensuring we had links with the community was part of the feedback from the parent questionnaire.
- Discussed what is already happening/has happened. (Including: Baby Clinic; Football teams; Productions in hall; Singing Club at Village Christmas Fair; Bow and Arrow write up; FOBS fetes)
- Suggested that we broaden out visitor assembly eg invite local business owners to talk.
- The Doctors Surgery was approached to have art from pupils displayed. They declined previously.
- Possibility of school notice board in Village Hall discussed and agreed to proceed in moving forward with this.
- Received very positive feedback from Singing Club singing in Village Hall at Christmas, hoping to do again this year.
- Idea of an open evening for the community discussed.

**ACTION: MA to look further into what is already happening.**

**ACTION: Possibility of Village Hall noticeboard to be researched.**

## 5.2 Parents Communications

*Noted that:*

- The school is looking into improving parent communications with an electronic system/app.
- 2 options being explored.
- Potential cost £1000+/year. Potential benefits to offset costs explored.
- The Friday Flyer will continue.
- Electronic method will save paper. However, a paper copy of permission signatures will still be required for school trips, etc.
- Lunch tickets organisation will be improved. No last minute changes of menu choice will be possible. Tickets can be paid for online. Tickets can not be lost.
- Parents with no internet/smart phone access will still receive paper copies.
- Unable to trial it, will have to commit to using.
- Advantages outweigh potential issues.
- Budget line needs to be explored ?School Improvement Budget
- Aim to roll out over the next half term.
- A school has been visited using one method, another using the other method to be visited tomorrow.

### 5.3.1 Governor Visiting Policy

*Noted that:*

- Not completed.

**ACTION: TK to explain to MA and EB how to review policies.**

### 5.3.2 Revisions to Governor Visit Monitoring Form

*Noted that:*

- NGA has document online outlining Governor visits which includes templates for recording visits.(sent with minutes)
- Draft visit form has been developed from this and which links with Priorities in SDP.
- Main focuses of each visit need to: SDP; Safeguarding; and Impact.
- Each visit to have a focus.

- Other school forms have been looked at, all similar to one another.
- To be reviewed again after new governors have completed induction training.

**ACTION: EB and MA to think about visit forms during induction training.**

### 6.1 Training

- Online Safeguarding Training has been completed by TB. Highly recommended for all governors.
- Exclusion for Governors Training completed by EB.
- Noted that:
  - Government are trying to reduce number of permanent exclusions.
  - There are many loopholes they can use, including SEND. Pupils with bad behaviour often get added to SEND register making them harder to exclude.
  - Very poor quality training.eg no case studies or facility to feedback.
- New Governor Training booked for EB and MA at the end of this month.

### 6.2 Communications

*Noted that:*

- One piece has been received for Bow Times.
- Each governor is asked to write a piece annually for Bow Times. Parent questionnaire highlighted that parents did not know who governors were.
- Key items for FGB
  - SPTO analysis
  - Village Hall Notice Board
  - Poor quality of Exclusion Training.

**ACTION: TN to be approached to handle complaint about exclusion training appropriately.**

### 7. AOB

- The Second Committee to meet very soon (TB, MA and EB)

**Date of next meeting:** Tuesday 7 May 2019