

**BOW COMMUNITY PRIMARY SCHOOL
TEACHING AND LEARNING COMMITTEE - NO.3
Minutes 7 May 2021 - 1.30pm - Virtual Meeting via ZOOM**

Present: Erin Blake; Anna Fay; Lesley Hodgson (Head); Kathryn Tayler (Chair); Bella Westlake; Megan Heath (Clerk)

Apologies: Anita Jellings; Tony Neal (FGB Chair)

3.1	Apologies
3.2	Minutes of 09.10.20
3.3	Matters Arising
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3.10	PSHE and Cultural Curriculum
3.11	Relationships, Sex and Health Education (RSHE)
3.12	Pupil Behaviour
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3.14	Policies 1. RE Policy 2. Sex & Relationships Policy 3. Assessment Policy
3.15	SEND
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3.17	Policies 1. Anti-bullying Policy 2. Safe Touch/Safe Hold Policy
3.18	Parent/Pupil/Staff Questionnaires
3.19	Parents
3.20	Policies 1. Complaints Policy & Procedure 2. Unreasonable Complainant Behaviour Policy
3.21	For FGB
3.22	Communications
3.23	Training
3.24	Next Meeting

PROCEDURAL

3.1 **Apologies** received from AJ and TN. Agreed and sanctioned.

3.2 **Minutes** 09.10.20 were agreed as an accurate record.

3.3 **Matters arising** from the minutes of 09.10.21

- See 'Summary of Governor Actions' document.
- Item 3.3.2 (2020) AF explained how each time she has attempted to discuss this with the Garden Centre she speaks to a different person, who is unaware of the arrangement. It is understood that the proposed notice board is to be located outside the toilets which governors agreed is not an optimal location. AF will continue discussions as restrictions ease and attempt to get a more optimal location for the board.
 - Governors discussed the idea of having a board at the Co-op in Bow and the idea of a moveable board that could be placed in various locations.
- MH informed governors that all carried forward actions will be taken to FGB8/9.

ACTION: MH to move all carried forward actions to FGB8/9.

CURRICULUM AND STANDARDS

3.4 SDP

- Various documents were circulated around governors prior to the meeting.
- Pupil data is normally compared over a full term, however there has not been a complete term since the children fully returned following the post-Christmas closure.
- Chrissy Rycroft (Catch-up Teacher) provided a report on what she has achieved so far and the nature of further improvements that could be made.
- Christopher Johnston (Literacy Lead Teacher) provided a written report that covered pupil assessments:
 - Year 2 and year 6 had exceeded expectations in reading, with both groups being in line with where they should be. Reading is about comprehension, as well as being able to read, which has been hard to maintain during home schooling. Comprehension has generally regressed from the situation where gaps in progress, accrued through the first lockdown, were starting to be plugged in September. The aim is, fundamentally, to return pupils to the level that they had achieved at the end of the autumn term.
 - Writing relies on good reading. Children use their reading skills/knowledge to 'magpie' words or phrases and learn how to use punctuation. Therefore it was anticipated that writing attainment would fall as this is a difficult area for parents to assess. Parents would not have known what the expected writing level is for their child.
 - Home-schooling has meant that pupils cannot learn from each other, which is a key part of school education.
 - The teachers have high expectations from the pupils and the pupils respond well to this.
 - *Governors asked if the results are more encouraging now, compared to March.*
 - LH explained how there has only been 6 weeks of learning since March. The next assessment will be the end of year assessment in June. This will be ready for presentation to FGB9.
- Amy Harvey (Maths Lead Teacher) provided a written report.
 - Many children have only fallen one point behind (one point equates to one term). The teachers are following a consistent approach which is aiding the catch-up.
 - Maths is about understanding how an answer was achieved.
 - AH is briefing staff weekly, as part of Maths Mastery, with optimum teaching methods they should use to facilitate 'catch up'.
 - The results show that the older pupils have fallen less far behind due to their greater experience and understanding of numbers.
- *Governors asked if the targets within the reports are achievable by June.*
 - LH explained how they are ambitious targets and the teachers are hoping to achieve them. CR's targeted catch-up programme is making a noticeable difference already.
- *Governors clarified that CR's catch-up programme is having the desired impact.*

- LH explained how this is operating and explained that CR is very adaptable, running shorter sessions for the younger pupils, with lower concentration span, and working with small groups throughout the school. She has increased their focus, attitude and understanding.
- Governors thanked CJ, AH and CR for their continued efforts.
- *Governors asked if it is expected that School will achieve its 'catch-up' targets.*
 - LH explained how some SEND pupils will take longer to catch-up, but non-SEND pupils are expected to do so over time.
 - The importance of having home support was discussed and LH agreed that this is not always achieved.

ACTIONS: MH to invite AH and CJ to FGB9 to present their reports.

3.5 Pupil Performance

- The data was analysed under item 3.4.
- Attendance figures are good, currently about 96%. There has been an increase in illnesses (coughs and colds).
 - *Governors asked if the pupils with coughs and colds remain at home.*
 - LH explained how these pupils remain at home to recover due to COVID fears and not wanting to spread the illness.
 - *Governors asked if there are any repeat offenders with poor attendance.*
 - LH explained how there is not. There is one pupil who has different difficulties including vehicles not starting.
- There have been no exclusions since the school reopened in March. There is one pupil on a part-time time-table.
- *Governors asked if our exclusion rate was comparable to Devon figures.*
 - LH explained how we have had 2 exclusions since September. This figure is good, especially due to our high SEND level. This figure reflects the efforts of the staff.

3.6 Pupil Premium

- The Pupil Premium report is available on the school website.

BW left the meeting due to technical difficulties.

- *Governors asked how the SEND intervention programmes are being addressed.*
 - LH explained how their ability to deliver them has changed. Interventions used to run during whole-school assemblies; however these are currently not happening due to COVID restrictions. These sessions are being picked up at different times, including during PE lessons. It was noted how many of the intervention pupils excel at PE and how this is not an ideal time to remove them from lessons.
 - *Governors questioned whether this could be seen as a punishment.*
 - LH explained how they are not taken for the whole lesson and it is currently the best option.
- *Governors asked if the school knows the expected Pupil Premium figures for September.*

- LH explained how the number of pupils receiving Pupil Premium has increased during the pandemic due to furlough schemes and lack of job security. We won't know for this September until they get here.
- There is a lot of movement in terms of housing at the moment.
- Currently there are 7 reception pupils from September who will receive Pupil Premium. There is usually only 1 or 2.
- There are 6 year 6's who receive Pupil Premium.
- Some Pupil Premium funding is being used to fund weekly catch-up and is proving effective.

BW re-joined the meeting.

3.7 Subject Leader Self Evaluation

- Item carried forward due to lack of understanding.

ACTION: MH to research what is needed from this item and add to appropriate agenda.

3.8 Work Scrutiny

- Governors have not been able to attend school due to the recent lockdown.
- EB carried out a learning walk in December that has already been reported.
- KT carried out a learning walk in February that has already been reported.

3.9 Curriculum

- This item needs a learning walk to be able to monitor it effectively.
- *Governors asked if they are welcome to visit the school now that restrictions are easing.*
 - LH explained how they are. Outside agencies have been coming in, so there is no reason governors could not. LH encouraged governors to email the school to arrange dates.
- *Governors asked if much will change within school following the next easing of restrictions on 17.05.21.*
 - LH explained how nothing will change until the June easing of restrictions. Staff have agreed to keep the restrictions in place until the end of term and start afresh in September.
- *Governors asked if the more able pupils are still being pushed, with the schools focus on catch-up.*
 - LH explained how they are. The maths mastery curriculum allows them to go deeper into the subject and they are provided with extension activities in literacy.
- A Sports Day is being planned, however this will be without parents and will be kept within class bubbles, due to the pupils not being able to mix.
- Item carried forward to T&L1, to report on learning walks.

ACTION: MH to add 'Curriculum' to T&L1 agenda.

3.10 PSHE and Cultural Curriculum

- PSHE has been superseded by RSHE.

ACTION: MH to remove item from Annual Cycle.

3.11 Relationships, Sex and Health Education (RSHE)

- The RSHE Policy is currently under consultation with staff and pupils. The next step will be parent consultation.
- The RSHE curriculum must also match the government directive. Some statutory items were missing, including the teaching of first aid. First aid will be taught from Year 3 as this is the suggested delivery from St John's Ambulance, and will continue through KS2.
- Children asked to have specific items added which were in the curriculum, but at a later year group.
- This will be ready for governors to view following the parent consultation process.
- The RSHE curriculum is already being taught.
- *Governors asked how this was being shared with parents.*
 - LH explained how there will be letter sent via School Comms which will contain a link, explaining what is happening. They will be asked to detail anything additional they think needs to be covered.

3.12 Pupil Behaviour

- Pupil behaviour is generally very good throughout the school. There are no trends, significant incidents of bullying, and no reports.
- There has been an increase of anxiety among a few pupils.
- *Governors asked if the CPOMS behaviour logs are dominated by specific pupils.*
 - LH explained that it was not the case. There has been an effort by staff to change pupils' behaviour by understanding why it is happening. Staff provide a lot of intervention and support.
- *Governors asked if the anxiety is expected to ease as time moves forward.*
 - LH explained how it is hoped it will but it is not known what the future of the pandemic is, and there is still a possibility of further lockdowns.
 - There has been a focus on mental wellbeing throughout the school. There are 6 workshops on offer.
 - Pupils are taught how worrying is normal; it is how individuals handle the worry that is the concern.

3.13 School Visits/Residentials

- There are no planned school visits and residentials.
- Staff briefly discussed the idea of carrying out visits at the end of the school year, following the easing of restrictions in June. However it was deemed too late to organise anything.

3.14 Policies

3.14.1 RE Policy

- Policy agreed at FGB7.

3.14.2 Sex and Relationship Policy

- Policy has been superseded by RSHE policy. Policy removed from cycle.

3.14.3 Assessment Policy

- Carried forward.

ACTION: MH to add 'Assessment Policy' to FGB8/9 agenda.

INCLUSION

3.15 SEND

- The annual report is available on the school website. The next SEND report is due at the end of the summer term.
- Keeping the website up to date is important as Ofsted check this.
- The report must show a link between where the school fits within Devon and where it fits nationally. It links what the school offers and what is being received. This reassures parents that their children are being offered what they are entitled to.
- The achievements being made by SEND pupils are as high as they can be expected to achieve.
- CR is working with some pupils who are on the SEND register. Staff are passing on names to CR of pupils who they think would benefit from extra catch-up tuition.
- *Governors asked if there have been any new EHCPs.*
 - LH explained how there has not since February.
- Item carried forward to FGB8.

ACTIONS: 1. MH to add 'SEND' to FGB8/9 agenda.

2. KT to meet with AG for a SEND update, to report back to FGB 8/9.

3. MH to move item to T&L1 in the annual cycle.

3.16 Equality Act

- The equality policies have recently been updated.
- All children are treated equally throughout the school.
- Governors discussed whether this item was required as it feels like this has been covered before. MH agreed to discuss with TN.

ACTION: MH to discuss removal of this item from the annual cycle with TN.

3.17 Policies

3.17.1 Anti-bullying Policy

- Policy agreed at FGB7.

3.17.2 Safe Touch/Safe Hold Policy

- This has been unable to be reviewed and updated due to lack of PIPS training by staff. It is unknown if there are any new holds.
- Carried forward to T&L1.

ACTION: MH to add to T&L1 agenda.

COMMUNITY AND PARENTS LINKS

3.18 Parent/Pupil/Staff Questionnaires

- This has been discussed at length earlier in the school year.
- The parent and pupil questionnaires would normally be completed in the spring term, however they were moved to autumn this year due to COVID.
- *Governors asked if it would be better to separate the staff questionnaire in this item.*

- LH explained how it would. The staff survey is usually carried out later in the year so staff have time to feel what works and what does not.

ACTION: MH to move staff questionnaire feedback to T&L1 in the annual cycle.

3.19 Parents

- There is nothing further to report since FGB7.
- FOBS are currently doing a Sunflower fundraiser that is proving popular.

3.20 Policies

3.20.1 Complaints Policy & Procedure

- There are several changes to this policy.
- Section 2 has been added, which is very similar to 'Practical Advice to Parents Carers Raising a Concern'.
 - Governors agreed that despite scope to blend the two documents, it will be kept separate in order for it to be more accessible to parents.
- A pro-forma complaint template document was included in the model but it was agreed to omit this from our policy as it feels like we are inviting complaints. It is believed that this template is not a statutory element of this document.
- A table of people to contact with a complaint has been added.

3.20.2 Unreasonable Complainant Behaviour Policy

- There are no changes to this policy.

3.20.1 Complaints Policy & Procedure; 3.20.2 Unreasonable Complainant Behaviour Policy

- Policies proposed by EB, seconded by KT, agreed by ALL.

GOVERNANCE

3.21 For FGB

- Pupil progress data (although it was noted we will have updated figures before FGB9).
- Governors were informed of the discussion at RES3 regarding the moving of FGB8 to the 'empty' FGB9 slot. T&L governors agreed this would be preferable. This should be confirmed next week.

3.22 Communications

- Thank you to staff for their continuing efforts.

3.23 Training

- KT is attending a Governance Briefing.
- MH is attending a Clerks Briefing.
- BW is looking to attend curriculum training.
- EB is booked to attend Safeguarding Level 3 in May, through the Dartmoor TSA.

3.24 **Date of the next meeting** is TBC.

- Governors discussed how the afternoon timeslot of T&L meetings is proving difficult for some governors. Governors agreed that a Thursday morning, 9:30-11:30, would be preferable, but this needs to be confirmed with TN first. MH's hours for her MTA job are due to change in September and this may affect this time. MH will confirm.