

**THORNDOWN PRIMARY SCHOOL
& THORNDOWN PRE-SCHOOL**

**Minutes of Learning and Development Committee Meeting
Thursday, 15 June 2017 (6.00 to 7.30 p.m.)**

| Membership of the Learning and Development Committee: | |
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| Vicci Godbold | Head |
| Christine Curtis | CC |
| Claire Gerrard | CG |
| Carolyn Jepson | CJ |
| Jane Ainscow | JA |
| Peter Smith | PS |
| Yasmin Finch | YF |
| Rob Jagger | RJ |
| Jill Foster | JF |
| Louise Lawson | LL |
| David Varey | DV |

| Item | | Action | Lead |
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| 1. | Welcome / Apologies / Declarations of Interest | | |
| 1.1 | Governors Present: Vicci Godbold, Christine Curtis, Peter Smith, Claire Gerrard, Louise Lawson, Jill Foster, Jane Ainscow and Rob Jagger. Peter Smith left the meeting at 7.00pm. | | |
| 1.2 | Non-Governors Present: David Clark (Clerk). | | |
| 1.3 | The meeting was quorate with eight governors present. | | |
| 1.4 | Apologies for absence, with governors' consent: David Varey, Yasmin Finch and Carolyn Jepson. | | |
| 1.5 | Absent: None. | | |
| 1.6 | Declarations of Interest: Rob Jagger's wife is employed by the school. There were no other declarations of interest by members of the committee in respect of any item on the agenda. | | |
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| 2. | Notice of change in order, or any other business | | |
| 2.1 | The Committee agreed that there would be no change to the order of business and that there was no other business. | | |
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| 3. | Outstanding Learning and Development Committee Action Points | | |
| 3.1 | There were the five Action Points from the last meeting on 4 May 2017. Four of the APs had been completed prior to the meeting (APs 1, 3, 4 & 5). | | |
| 3.2 | For AP2, it was noted that the results of the Ofsted Parent Survey had been published and was very positive. There were a few remaining classes that needed to complete the Children's Survey. These results would be collated in a spreadsheet for the Committee by the Headteacher. Overall the Head reported that the survey was positive although there were some concerns about a few children (10) with low self-esteem, which will be followed up. | July 17 | Head |

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| 4. | Headteacher's report | | |
| 4.1 | Data | | |
| 4.1.1 | KS2 pupils have undertaken their SATs and the papers have been sent away for marking. Writing results should show more pupils achieving greater depth this year. | | |
| 4.1.2 | KS1 pupils have undertaken their SATs and results are being assessed. Next year the school's results will be moderated by the LA. Phonics results are up 1% this year to 82%. | | |
| 4.1.3 | Early Years were moderated by the LA, and Maths results may be lower than last year due to the revised curriculum followed this year. Using research we tried a different approach to teaching maths which has given a better foundation in number sense, however it has then been difficult to cover all other areas of maths in lots of detail. This is being reviewed and a more cohesive plan of action will be put in place next year. | | |
| 4.2 | Strategic Direction | | |
| 4.2.1 | The staff are currently working on unpicking the Learning Entitlement for each child. The Head asked for this to be an agenda item at the next Full GB meeting on Thursday, 13 July 2017. The aims statement used on policy documents will be a starting point for a new Learning Entitlement Policy. Parent's, staff and pupils views will also be sought as part of this curriculum review. | July 17 | Clerk |
| 4.3 | Activities | | |
| 4.3.1 | The Head reported on a number of activities being undertaken by children over the remaining weeks of the school term, including Art Week, Sports Day, work with the local community e.g. Holt Island Education Team and running a Healthy Living week. | | |
| 4.4 | End of Year Reports – are being finalised. | | |
| 5. | Chair's Action | | |
| 5.1 | The Chair had no additional activity to report. | | |
| 6. | Standing items | | |
| 6.1 | Innovative Practices - Innovative Practices in Maths in the Early Years were discussed in item 4.1.3 above. | | |
| 6.2 | Governor Visits | | |
| 6.2.1 | Governor Visits, including an Early Years visit, Mastery in Maths visit & Maths visit to Leicester were all circulated to the Committee prior to the meeting. | | |
| 6.2.2 | Governors asked about staff wellbeing in Early Years given the number of changes faced this year, and it was reported that the staff are coping well and there have been many positive outcomes following the changes in practice. | | |
| 6.2.3 | Governors asked about progress in Maths following the large spend on books last year. Using the two visit reports on Mastery in Maths visit and the Maths visit to Leicester, it was explained that initially staff in both schools found the new books difficult to | | |

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| | use, but had found ways to overcome this. | | |
| 6.2.4 | Next steps were outlined in the report and would include the introduction of daily fluency practice, a review of previous learning at the beginning of lessons, different seating arrangements and split lessons. | | |
| 6.2.5 | It was also reported that the Personnel & Salaries Committee had held a walkabout after their last meeting to follow-up on teaching in Maths. The Chair of the GB reported that he was impressed with the staff use of hand signals, and by the ability of the children to work in break-out groups (usually pairs). | | |
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| 7. | Review Work Schedule | | |
| 7.1 | The revised Work Schedule included the need to review progress of National Curriculum and assessment procedures which were discussed in item 4.2 above. The Head also confirmed that the school is reviewing its tracking processes too. | | |
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| 8. | Review Schedule of Policies | | |
| 8.1 | The Committee reviewed a number of policies scheduled for updating this term, which had been circulated prior to the meeting. | | |
| 8.2 | The Children with Long Term Medical Needs Policy was new last year and was approved for review every two years. | | |
| 8.3 | The revised Accessibility Plan was deferred to the Autumn Term 2017. | Sept 17 | Clerk |
| 8.4 | A new Growth Mindset Policy was presented to the Committee. A few amendments were needed and these will be made by the Head. The Policy was approved for review every two years. | July 17 | Head |
| 8.5 | The Home-School Agreement was approved, and it was agreed that it should be sent out for signing by Parents at the start of each Key Stage. | | |
| 8.6 | RJ agreed to review and amend the Mobile Phone Use Policy, with the Head to amend the section marked Contact Details. | Sept 17 | RJ/Head |
| 8.7 | The Missing Pupil Procedures document needed further clarification in places and would be amended by the Head. The Policy was approved for review every two years. | July 17 | Head |
| 8.8 | The existing Curriculum Policy would be replaced by the new Learning Entitlement Policy in the new academic year. | Sept 17 | Head |
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| 9. | Minutes of the previous meeting | | |
| 9.1 | The minutes of the last meeting on 4 May 2017 were read, agreed with the Acting Chair, and signed by the Chair as a true record of the meeting. | | |
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| 10. | Any Other Business | | |
| 10.1 | There being no other business the meeting closed after item 11 at 7.03 pm. | | |
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| 11 | Summary of Impact on Standards and Progress | | |
| 11.1 | Full GB and Committee meetings now end by reflecting on what the meeting has achieved to further school improvement. | | |
| 11.2 | The Committee agreed that, at this meeting, it had: <ul style="list-style-type: none"> Reviewed pupil performance, and continue to embed procedures that encourage the whole child, in mastery and in depth; and Reviewed a number of its policies for the school. | | |
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Learning & Development Committee Action Points – 15 June 2017

| L&D 6 2016/2017 AP No: | Action Point | By Whom | Outcome |
|---|--|----------------|----------------|
| 1. | 3.2 The Head to collate the results of the Children's Survey in a spreadsheet for the Committee. | Head | |
| 2. | 4.2.1 Learning Entitlement to be an agenda item at the next Full GB meeting on Thursday, 13 July 2017. | Clerk | Completed |
| 3. | 8.3 The revised Accessibility Plan was deferred to the Autumn Term 2017. | Clerk | Completed |
| 4. | 8.4 The Growth Mindset Policy to be amended by the Head. | Head | |
| 5. | 8.6 RJ to review and amend the Mobile Phone Use Policy, with the Head to amend the section marked Contact Details. | RJ/Head | |
| 6. | 8.7 The Missing Pupil Procedures document needed further clarification in places and would be amended by the Head. | Head | |
| 7. | 8.8 The Curriculum Policy to be replaced by a new Learning Entitlement Policy in the new academic year. | Head | |