

THORNDOWN PRIMARY SCHOOL

Minutes of the Learning and Development Committee Meeting Thursday, 3 March 2016

Membership of the Learning and Development Committee :	
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
1.	Welcome / Apologies / Declarations of Interest		
1.1	Governors Present: Vicci Godbold, Claire Gerrard, Jane Ainscow, Peter Smith and Rob Jagger.		
1.2	Non-Governors Present: David Clark (Clerk).		
1.3	The meeting was quorate with five governors present.		
1.4	Apologies for absence: Christine Curtis, David Varey, Yasmin Finch, Louise Lawson, Carolyn Jepson and Jill Foster.		
1.5	With apologies from the Chair (Christine Curtis), Peter Smith agreed to Chair the meeting.		
1.6	Absent: None.		
1.7	Declarations of Interest: Rob Jagger's wife is employed by the school. There were no other declarations of interest by other members of the committee in respect of any item on the agenda.		
2.	Notice of change in order, or any other business		
2.1	The Committee agreed no change to the order of the agenda items.		
2.2	The Committee also agreed that there were no items to consider under Any Other Business.		
3.	Outstanding Learning and Development Committee Action Points		
3.1	Seven of the eight Action Points from the last meeting of 14 January 2016 were on the agenda.		
3.2	For AP1, the Head/CG will provide a report on the latest assessment and progress data at the next meeting on 5 May 2016.	May 16	Head/CG
3.3	For AP 5, a Governor Visit to review the impact of the new		

	Marking & Feedback policy will be arranged in the Summer term 2016.	Sum 16	CC
4.	Headteacher's report		
4.1	The Head reported on a number of initiatives being undertaken currently at school.		
4.2	A handout that the Headteacher had produced was circulated that outlined 'Good Practice for Pupil Premium Pupils' which will be placed on the school website. A glossary will be added to the document to help parents. Governors asked if the leaflets used to explain which parents were entitled to FSM be re-issued by the school.		
4.3	A further handout that the Headteacher had also produced was circulated that demonstrated the 'Layers of Safeguarding' in school, which will also be placed on the school website.		
4.4	An update on Attendance and Punctuality figures was discussed and will be added to the Full GB agenda on 17 March 2016. The Headteacher agreed to separate the figures for disadvantaged children, to show the impact of persistent absentees. The EWO is involved with all those who are persistently absent and with those whose punctuality is a concern.	Mar 16	Head/ Clerk
4.5	The Validated Data Dashboard had been circulated prior to the meeting, and there were explanations provided for some of the graphs which the committee found confusing. The Full GB has already reviewed this data when it reviewed the Raise Online report.		
5.	Chair's Action		
5.1	The Chair reported anecdotally that he had evidenced children making good use of Literacy (adverbs).		
5.2	The Chair asked about World Book Day, and the Headteacher was able to explain about a recent 'open day' for Y3/Y4 parents and an author visit that has been planned. New volunteers to help children read have also been organised but DBS checks need to be undertaken first.		
6.	Governor Visit Reports		
6.1	The reports from two Governor Visits were circulated prior to the meeting. The reports included a visit to meet SLT on 2 February 2016 by FN/DT, and a visit to monitor the quality of teaching & learning in Foundation Subjects by VG/AC/RJ.		
6.2	Another Governor Visit to review the teaching of Literacy had been undertaken this week by JA/YF/LL, and a report will follow at the next meeting on 5 May 2016.	May 16	JA/YF/LL
7.	Review content of Parental & Pupil Surveys		
7.1	The Pupil Survey is due to be published and has three additional questions this year, on marking.		
7.2	The Parental Survey will be published electronically after Easter, and questions about the new building will be replaced by		

	questions about the new catering arrangements and Parent Forum.		
8.	Monitor progress on new assessment procedures, including new Assessment Policy		
8.1	A new Assessment Policy circulated prior to the meeting was discussed. Following some amendments this was approved for use in school and will be placed on the school website.		
9.	Attendance and Punctuality		
9.1	This item was discussed under the Heads Report – see item 4.4.		
10.	Review Work Schedule		
10.1	The Committee reviewed the updated Work Schedule which indicated all the planned activities for this term had been completed.		
11.	Review Schedule of Policies		
11.1	The Committee reviewed the Positive Behaviour Policy circulated prior to the meeting was discussed. Following some amendments this was approved for use in school and will be placed on the school website. It was confirmed that the school does not need a separate Physical Intervention Policy.		
11.2	A LAC Policy is to be implemented, and the LA has been asked to supply a template for the school.		
12	Standing agenda items		
12.1	Innovative practices in Mathematics were discussed, including: <ul style="list-style-type: none"> CG’s involvement in the establishment of a Number Sense Research Project. The school is the first in Cambridgeshire to undertake this work. Three staff have attended training and this will also help Pupil Premium pupils; and CG has established a Teacher Research Group, as part of her Maths Hub work. A workshop on ‘Mastery in Maths’ has taken place and a forum is planned in Cambridge. 		
12.2	Peter Smith (Pupil Premium Governor) asked that a new governor be appointed, at the next meeting on 5 May 2016, to shadow him in this role.	May 16	PS/Clerk
13	Minutes of the previous meeting		
13.1	Approval of the minutes of the previous meeting, held on 14 January 2016 and circulated prior to the meeting, were deferred to the next meeting on 5 May 2016.	May 16	Clerk
14	Any Other Business		
14.1	There being no other business the meeting closed at 7.10 pm		

Summary of Impact on Standards and Progress from the meeting held on 3 March 2016

Full GB and Committee meetings now end by reflecting on what the meeting has achieved to further school improvement.

The Committee agreed that, at this meeting, it had:

- Been fully briefed on the innovative practices in Mathematics, including being the first school in Cambridgeshire to undertake work on a Number Sense Research Project, and the establishment a Teacher Research Group, as part of Maths Hub project work;
- Discussed the issues around understanding the Validated Data Dashboard when the data has already been provided by the Raise Online report; and
- Raised awareness of how the school supports all children, as well as those who are particularly disadvantaged.

Learning & Development Committee Action Points – 3 March 2016

L&D 4 2015/2016 AP No:	Action Point	By Whom	Outcome
1.	3.2 The Head/CG will provide a report on the latest assessment and progress data at the next meeting on 5 May 2016.	Head/CG	Added to next agenda
2.	3.3 A Governor Visit to review the impact of the new Marking & Feedback policy will be arranged in the Summer term 2016.	CC	TBA – Summer term 2016
3.	4.4 Attendance and Punctuality figures to be reported to the Full GB on 17 March 2016.	Head/ Clerk	Added to Full GB agenda
4.	6.2 A report on the Governor Visit to review the teaching of Literacy by JA/YF/LL to be given at the next meeting on 5 May 2016.	JA/YF/LL	Added to next agenda
5.	12.2 A new governor to be appointed to shadow Peter Smith (Pupil Premium Governor) in this role, at the next meeting on 5 May 2016.	PS/Clerk	Added to next agenda
6.	13.1 Approval of the minutes of the meeting held on 14 January 2016 to be undertaken at the meeting on 5 May 2016.	Clerk	Added to next agenda