

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

**Minutes of the Learning and Development Committee Meeting  
Thursday, 28 September 2017 (6.00 to 7.30 p.m.)**

<b>Membership of the Learning and Development Committee :</b>	
Vicci Godbold	Head
Christine Curtis	CC
Claire Gerrard	CG
Dawn Mills	DM
Jane Ainscow	JA
Peter Smith	PS
Yasmin Finch	YF
Rob Jagger	RJ
Jill Foster	JF
Louise Lawson	LL
David Varey	DV

<b>Item</b>		<b>Action</b>	<b>Lead</b>
<b>1.</b>	<b>Welcome / Apologies / Declarations of Interest</b>		
1.1	Governors Present: Vicci Godbold, Peter Smith, Claire Gerrard, Louise Lawson, Jill Foster, Yasmin Finch , Jane Ainscow, Dawn Mills and Rob Jagger. Cathy Sweet was also present.		
1.2	Non-Governors Present: David Clark (Clerk).		
1.3	The meeting was quorate with ten governors present.		
1.4	Apologies for absence, with governors' consent: Christine Curtis and David Varey.		
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.		
<b>2.</b>	<b>Election of Chair &amp; Vice-Chair</b>		
2.1	<b>Chair of Learning and Development Committee:</b> the Clerk requested nominations for the post of Chair of the committee and it was agreed that Jane Ainscow should be elected Chair for the academic year 2017/2018. This had been proposed by Rob Jagger and was seconded by Peter Smith.		
2.2	<b>Vice-Chair of Learning and Development Committee:</b> If the Chair is absent from a meeting, another Governor will be elected to take the Chair.		
<b>3.</b>	<b>Notice of change in order, or any other business</b>		
3.1	The Committee agreed that there would be no change to the order of business and that there was no other business.		

<b>4.</b>	<b>Outstanding Learning and Development Committee Action Points</b>		
4.1	There were seven Action Points from the last meeting on 15 June 2017. All of the APs had been completed prior to the meeting or were agenda items.		
4.2	The following additional points were noted, including: <ul style="list-style-type: none"> <li>AP1 - The Head has collated the results of the Children's Survey in a spreadsheet which will be circulated with the minutes of the meeting.</li> </ul>	Oct 17	Head
<b>5.</b>	<b>Headteacher's report</b>		
5.1	The Headteacher's report included an update on the latest information regarding national sources of school data.		
5.2	Data from the FFT data dashboard last year saw the school in the 20-50% band. The school is targeting the top 20% band this year. The Head and Deputy have already met with the SIP to discuss areas of development.		
5.3	RAISEonline closed on 31 July 2017. Analyse school performance (ASP) is a new service, still under development, that gives access to detailed performance data that was previously available on RAISEonline. Access to the new service is via the DfE's Secure Access portal. At the moment one-page summaries of data are only available for certain year groups. Further data will be sent to governors when available.		
5.4	Contextual Summary Sheets and a Narrowing the Gap spreadsheet showing the Impact of Pupil Premium Spending were then circulated to the Committee for discussion. The spreadsheets all indicate that much progress is being made across the school. We are keen to improve our progress in the combined subjects (Reading, Writing and Maths).		
5.5	The Head reported that one member of staff has returned from her year in Pre-school and is using this experience in adapting the Foundation Stage Curriculum. The new approach to the Curriculum is fairly radical and will involve the teaching of Writing and Maths through much more creativity. The Head to invite Lucy Hamilton to explain the rationale of this innovative practice to the Committee at its next meeting on Thursday, 9 November 2017.	Nov 17	Head
5.6	At the last Full GB meeting governors began working on the proposed new Learning Entitlement Policy. The results are being collated by the Head and progress on the proposed new Learning Entitlement Policy will be monitored by the L&D Committee.		
<b>6.</b>	<b>Chair's Action</b>		
6.1	The Chair had no additional activity to report.		
<b>7.</b>	<b>Standing items</b>		
7.1	<b>Innovative Practices</b>		
7.1.1	The new approach to the Curriculum in the Foundation Stage is		

	an example of innovative practice as the school caters for the changing needs of the children.		
7.1.2	Innovative practices in Maths include developing its own scheme of work on fluency called 'Rainbow Recall' for KS2.		
7.2	<b>Governor Visits</b> – see 8.2 re: new schedule of visits.		
<b>8.</b>	<b>Review Work Schedule</b>		
8.1	<b>Terms of Reference</b> - The Terms of Reference were approved and are subject to the agreement of the Full GB at their next meeting on Thursday, 5 October 2017.	Oct 17	Clerk
8.2	<b>Governor Visits for 2017/18</b> – A draft template of proposed visits was circulated to the Committee before the meeting. There were some additions and changes made. The Chair to circulate the revised template to the GB asking governors to fill in the gaps.	Oct 17	Clerk/ Chair
8.3	<b>Monitor Attendance &amp; Absence Data</b> – this is covered by the Headteacher in her report to the Full GB.		
8.4	<b>Impact of Pupil Premium on attainment</b> - this was covered by the Headteacher in her report – see item 5 above.		
8.5	<b>Analysis of performance 2016/17</b> - this was covered by the Headteacher in her report – see item 5 above.		
<b>9.</b>	<b>Review Schedule of Policies</b>		
9.1	Safeguarding and Child Protection – The revised policy had been circulated to the Committee before the meeting. There were a few amendments and then the policy was approved. It will be presented to the Full GB at their next meeting on Thursday, 5 October 2017.	Oct 17	Clerk
9.2	A revised Accessibility Plan had been circulated to the Committee before the meeting. The policy is reviewed every three years and it was approved for use in school. The Clerk to add the Accessibility Plan to the annual Work Schedule for monitoring purposes.	Oct 17	Clerk
<b>10.</b>	<b>Minutes of the previous meeting</b>		
10.1	The minutes of the last meeting on 15 June 2017 were read, agreed and signed by the Chair as a true record of the meeting.		
10.2	RJ to review and amend the Mobile Phone Use Policy, with the Head to amend the section marked Contact Details.	Oct 17	RJ/Head
<b>11.</b>	<b>Any Other Business</b>		
11.1	There being no other business the meeting closed after item 12 at 6.55 pm.		
<b>12.</b>	<b>Summary of Impact on Standards and Progress</b>		
12.1	Full GB and Committee meetings now end by reflecting on what the meeting has achieved to further school improvement.		
12.2	The Committee agreed that, at this meeting, it had:		

	<ul style="list-style-type: none"> <li>Received data in the Heads Report that helped improve governors understanding of issues around the school data, including narrowing the gap;</li> <li>Reviewed the Governor Visits programme to ensure it linked with the school's areas of development; and</li> <li>Reviewed policies for the school, including Safeguarding and Child Protection and a new Accessibility Plan.</li> </ul>		

### Learning & Development Committee Action Points – 28 September 2017

<b>L&amp;D 1 2017/2018</b>	<b>Action Point</b>	<b>By Whom</b>	<b>Outcome</b>
AP1	4.1 The Head to send the results of the Children's Survey to the Clerk to be circulated with the minutes of the meeting.	Head	
AP2	5.5 The Head to invite Lucy Hamilton to explain the rationale of an innovative practice in adapting the Foundation Stage Curriculum to the Committee at its next meeting on Thursday, 9 November 2017.	Head	
AP3	8.1 The Terms of Reference are subject to the agreement of the Full GB at their next meeting on Thursday, 5 October 2017.	Clerk	Completed – added to agenda
AP4	8.2 The Chair to circulate the revised Governor Visits for 2017/18 template to the GB asking governors to fill in the gaps.	Clerk Chair	Sent to Chair
AP5	9.1 The Safeguarding and Child Protection Policy to be presented to the Full GB at their next meeting on Thursday, 5 October 2017.	Clerk	Completed – added to agenda
AP6	9.2 The Clerk to add the Accessibility Plan to the annual Work Schedule for monitoring purposes.	Clerk	Completed – added to Spring tasks
AP7	10.2 RJ to review and amend the Mobile Phone Use Policy, with the Head to amend the section marked Contact Details.	RJ/Head	