

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

**Minutes of the Learning and Development Committee Meeting
Thursday, 10 November 2016 (6.00 to 7.30 p.m.)**

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, Jane Ainscow, Christine Curtis, David Varey, Louise Lawson, Jill Foster, Yasmin Finch, Rob Jagger, Peter Smith and Carolyn Jepson. Also in attendance, for items 1 and 2: Dawn Mills & Judy Bralee.		
1.2	Non-Governors Present: David Clark (Clerk).		
1.3	The meeting was quorate with 10 governors present.		
1.4	Apologies for absence, with governors' consent: Claire Gerrard.		
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 other members of the committee in respect of any item on the agenda.		
2.	RE Policy		
2.1	The revised RE Policy was circulated to the Committee prior to the meeting. Subject co-ordinators Dawn Mills and Judy Bralee attended the meeting to explain the rationale behind the policy and to answer questions from the committee. While RE is not a National Curriculum subject, it is compulsory for schools to teach RE.		
2.2	The subject co-ordinators explained that the Cambridgeshire RE syllabus had been adapted for use in school and helped to form this policy. There have been several different versions of the Cambridgeshire RE syllabus over the years and a further revision is planned, without levels. This new policy is in line with new assessment procedures used in school.		
2.3	RE should encourage all participants to reflect on their own beliefs and values and to acknowledge that others hold beliefs different from their own. RE has two closely related aspects: <ul style="list-style-type: none"> • Learning about Religion (AT 1); and • Learning from Religion (AT 2). 		

2.4	These two attainment targets with their associated statements set out the broad objectives in terms of knowledge, understanding and skills for the RE curriculum. RE is at its most effective when these two attainment targets are closely related in the learning experience. They are of equal importance.		
2.5	Governors asked questions about the number of children who withdraw from the subject, resources, the use of visiting speakers and opportunities for RE visits.		
2.6	It was explained that some parents have expressed their concerns but after discussion few children are withdrawn from the subject. The school has a good supply of resources, and where possible does make use of visiting speakers, but it is not always possible to find appropriate guest speakers. In KS1, children undertake a lot of role play and visit the Church. In KS2, the children undertake virtual tours as the costs of undertaking RE visits is a restricting factor.		
2.7	The Committee thanked the subject co-ordinators for their work and then the RE Policy was approved for use in school.		
3.	Notice of change in order, or any other business		
3.1	The Committee agreed that there would be no change to the order of business and that there was no other business.		
4.	Outstanding Learning and Development Committee Action Points		
4.1	Six of the eight Action Points from the last meeting on 29 September 2016 had been completed prior to the meeting, and the remaining two APs (AP7 & AP8) were agenda items.		
5.	Headteacher's report		
5.1	The Headteacher reported that her Deputy Head had arrived in China on her DfE funded MathsHub trip. She had already undertaken some lesson observations and been involved in lesson planning. Two Chinese teachers will be in school in January where lessons they teach will be observed by staff from within the County. The planning for this return visit has ensured that all safeguarding issues have been addressed, and that suitable publicity will be in place.		
5.2	Team Leaders are discussing the pupil progress meetings which are underway. It is clear that pre-teaching has helped to narrow the attainment gap.		
5.3	The (63 page) 2016 RAISEonline document was circulated to the Committee prior to the meeting. The document does not include all the latest data but does show how well the children who qualified for Pupil Premium achieved. While KS1 and KS2 data was generally good, there was an issue with KS1 phonics, which has been addressed. A course for governors called 'Understanding the Primary RAISEonline' by the National Governors Association (NGA) is available in Cambridge on 1 December 2016.		
5.4	In KS1, it was noted that not all the children who achieved GLD (Good Level of Development) achieved their ARE (Age Related Expectations) in writing and maths. The school has put support plans in place for all EAL children and is reviewing writing to ensure there are more high		

	achievers.		
5.5	In KS2, the reading result was not as good as expected, so the school is now focussing on improving in this area. While Science results were above national averages, some children with poor reading levels found it difficult to make progress.		
5.6	Governors asked questions about the EAL children and the Pupil Premium children, and the available funding. It was explained that EAL children are assessed by someone in their home language so that appropriate support can be put in place. Funding for EAL children is for three years while Pupil Premium funding lasts six years. A third of the pupils in Pre-school are EAL and parent volunteers who speak English have been sought, while Parent Partnership runs courses to support EAL Parents, who want to learn to speak English.		
5.7	The Headteacher advised governors that arrangements for Christmas will be in her report for the next Full GB meeting to be held on Thursday, 24 November 2016 and she looks forward to seeing many of them at Christmas Dinner again this year.		
5.8	The Headteacher also advised governors that an interim assessment framework for the 2017 SATs for KS1 and KS2 had been published and was available on-line.		
6.	Chair's Action		
6.1	The Chair had no additional activity to report.		
7.	Standing items		
7.1	Innovative Practices		
7.1.1	Innovative Practices is now a standing item at these Committee meetings.		
7.1.2	The Headteacher had already reported that the Deputy Head was in China on a DfE funded MathsHub trip, see 5.1 above.		
7.1.3	The Headteacher reported that the link governors had been into school to meet with Lucy the team leader this week. They shared the new format workshops they are running with the theme 'I am a....' which are proving very successful. A formal Governor Visit to be arranged in the Spring Term 2017 (possibly CS/LL/SD).	Spring 17	CS/LL /SD
7.2	Governor Visits		
7.2.1	Governor Visits are now a standing item at these Committee meetings.		
7.2.2	A report on the Governor Visit to review Pupil Premium strategies has been finalised and circulated to the Committee. An initial visit took place in July 2016 to look at data and this follow-up visit reviewed the current strategies in place. Governors were clear that they understood the duty to challenge the Headteacher about Pupil Premium data and the need to interrogate the data fully. Further data had been requested by governors in relation to Y1 Pupil Premium pupils who did not achieve their Y1 phonics. This data had been supplied by the school at individual pupil level and governors could see that many of the pupils were both Pupil Premium and EAL. This was discussed further at the meeting.		

7.2.3	The Headteacher to review the links between those children who qualify as Pupil Premium and those children who appear on the Child Protection register.	Dec 16	Head
7.2.4	The Headteacher confirmed that the use of EasyRead was being developed and now being used with younger children, and was also now being used by other schools locally.		
7.2.5	All staff champion at least one Pupil Premium child, or a child from a Service family. The guidelines for Supporting Service Children in Cambridgeshire produced by the LA were discussed at this point, and there were concerns that the published guidelines were not broad enough. See item 11 below.		
7.2.6	The next two Governor Visits are to take place later this month, with Safeguarding (CC) on 23 November 2016 and Reading (SM/JF/CC) on 30 November 2016.	Nov 16	CC/ SM/JF
8. Review Work Schedule			
8.1	The revised Work Schedule was circulated to the Committee prior to the meeting.		
8.2	As part of a review of Pupil Number Forecast, based on October roll, the Headteacher explained that the Reception application process for September 2017 was underway and that she was showing groups of parents around the school on a regular basis. She expects that the school will take a full complement of 90 children in to Reception in September 2017. It has already been agreed that the school would need to increase the number of classes by one class for the academic year 2017/2018, making 20 classes in total.		
8.3	A review of the development of assessment procedures was covered in the Headteacher's report – see item 5.3 above.		
8.4	A review of the impact of Pupil Premium on attainment was covered in the Governor Visit report – see item 7.2.2 above.		
9. Review Schedule of Policies			
9.1	The Committee reviewed the Schedule of Policies which had been circulated to the Committee prior to the meeting.		
9.2	A new version of a Charging & Remissions Policy has been written by the Headteacher. She will add a sentence about voluntary contributions and the viability of school trips, in line with the Educational Visits Policy, before the policy is re-submitted for approval.	Jan 17	Head
9.3	The Headteacher to also amend the Collective Worship Policy, to include references to British Values, and Safeguarding, before the policy is re-submitted for approval. The governors asked questions of the head regarding aspects of compliance with the legal requirements for Collective Worship.	Jan 17	Head
9.4	The Headteacher to also amend the Homework Policy, in line with current practice, before the policy is re-submitted for approval.	Jan 17	Head
9.5	The following policies were amended in several places, and then adopted for use in school, including:		

	<ul style="list-style-type: none"> • Educational Visits Policy; and • ICT Acceptable Use Policy. 		
10.	Minutes of the previous meeting, held on 29 September 2016		
10.1	The minutes of the last meeting on 29 September 2016 were read, agreed and signed by the Chair as a true record of the meeting.		
11	Supporting Service Children in Cambridgeshire		
11.1	The guidelines for Supporting Service Children in Cambridgeshire produced by the LA had been circulated prior to the meeting.		
11.2	The committee felt that some aspects of service life were not covered by the LA document, and that the school is already providing support for the children in this vulnerable group at a level that exceeds the good practice outlined in the guidelines.		
12.	Any Other Business		
12.1	There being no other business the meeting closed after item 13 at 7.20 pm.		
13.	Summary of Impact on Standards and Progress		
13.1	Full GB and Committee meetings now end by reflecting on what the meeting has achieved to further school improvement.		
13.2	<p>The Committee agreed that, at this meeting, it had:</p> <ul style="list-style-type: none"> • Improved governors understanding of issues around the RE curriculum and Collective Worship; • Discussed the implications for vulnerable or dis-advantaged groups from the RAISEonline report; • Received the report on the Governor Visit on Pupil Premium; and • Were better informed on the work the school is undertaking to support Service Children as a vulnerable group. 		

Learning & Development Committee Action Points – 10 November 2016

L&D 2 2016/2017 AP No:	Action Point	By Whom	Outcome
1.	7.1.3 A formal Governor Visit to be arranged in the Spring Term 2017 to review Pre-school and Foundation Stage.	CS/LL/SD	
2.	7.2.3 The Headteacher to review the links between those children who qualify as Pupil Premium and those children who appear on the Child Protection register.	Head	
3.	7.2.6 Two Governor Visits to take place with Safeguarding (CC) on 23 November 2016 and Reading (SM/JF) on 30 November 2016.	CC/ SM/JF	
4.	9.2 The Head to amend the new Charging & Remissions Policy adding a sentence about voluntary contributions and the viability of school trips, in line with the Educational Visits Policy.	Head	Completed
5.	9.3 The Headteacher to amend the Collective Worship Policy, to include references to British Values, and Safeguarding.	Head	Completed
6.	9.4 The Headteacher to amend the Homework Policy, in line with current practice.	Head	Completed