

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

**Minutes of the Learning and Development Committee Meeting  
Thursday, 29 September 2016 (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
Carolyn Jepson	CJ
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, Claire Gerrard, Jane Ainscow, Christine Curtis, David Varey, Louise Lawson, Jill Foster, Yasmin Finch and Rob Jagger. Also in attendance: Steve Mitchell.		
1.2	Non-Governors Present: David Clark (Clerk).		
1.3	The meeting was quorate with nine governors present.		
1.4	Apologies for absence, with governors' consent: Peter Smith 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 other 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 Christine Curtis should be elected Chair for the academic year 2016/2017. This had been proposed by Yasmin Finch and was seconded by Rob Jagger.		
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>Terms of Reference</b>		
3.1	The Terms of Reference were approved for submission to the Full GB for ratification at their next meeting on Thursday, 6 October 2016.		

<b>4.</b>	<b>Notice of change in order, or any other business</b>		
4.1	The Committee agreed that there would be no change to the order of business and that there was no other business.		
<b>5.</b>	<b>Outstanding Learning and Development Committee Action Points</b>		
5.1	Seven of the eight Action Points from the last meeting on 16 June 2016 had been completed prior to the meeting (all the APs, except AP5).		
5.2	AP5 was a new policy to be introduced regarding Social Media, see item 14.2 below.		
<b>6.</b>	<b>Headteacher's report</b>		
6.1	The Headteacher asked for any additional questions relating to her presentation on the latest school data, that she had made at the Full GB meeting on 15 September 2016.		
6.2	Governors asked about the combined Reading/Writing/Maths score for Year 6, which was not available previously. The Head reported that the combined Reading/Writing/Maths score for Year 6 was 49% (National 52%, LA 51%).		
6.3	The Headteacher also reported that the FFT dashboard was now available and some governors were concerned that the results appeared to have gone down. It was explained that this is because expectations and standards have been raised. While the school is below the national average in Reading the school has taken steps to raise standards, returning to discussing texts in depth in different year groups to ensure greater understanding. In the lower part of the school, the younger children are developing their skills in guided reading sessions alongside their understanding of different texts in different genres.		
6.4	The FFT dashboard will be circulated to the Full GB after to the meeting by the Clerk. It was agreed that this was a useful document that outlined some areas of weakness which the school could focus on and improve.	Oct 16	Clerk
6.5	The Head also reported that the TOP was on track, and that the staff had discussed this during the INSET day at the start of term. Progress is already being observed in pupils books for some of the key aims.		
<b>7.</b>	<b>Chair's Action</b>		
7.1	The Chair had no additional activity to report.		
<b>8.</b>	<b>Narrowing the Gap</b>		
8.1	A briefing paper on 'Narrowing the Gap' had been circulated to the Committee prior to the meeting. The paper also appears on the school website as part of the reports to parents.		
8.2	The Committee reviewed the data contained within the document. It was noted that the KS2 results were good but that there will always be variations between different year groups.		

8.3	In KS1, progress has been hindered by some children not understanding the language of learning, and by a lack of maturity in others.		
8.4	The Committee also heard how the Headteacher had used the Pupil Premium funding, some of which was used to support children with music and play therapy.		
<b>9.</b>	<b>Maths Visit to Mellers Primary School, Nottingham</b>		
9.1	A briefing paper on a Maths Visit to Mellers Primary School, Nottingham had been circulated to the Committee prior to the meeting.		
9.2	The paper outlined the two main reasons for the visit, which were to talk to a school that has been using the 'Maths No Problem' textbooks and discuss its effectiveness, and to watch mastery lesson using the textbooks in a Y4 class.		
9.3	As a result the school decided to proceed with the purchase of the textbooks and workbooks for KS1 and for the purchase of half-sets of books for KS2 this year. This also gives the staff access to all the available on-line support and other resources.		
9.4	CG confirmed that the additional funding for this year has now been spent but some additional funding for next year may need to be sought. This will be put into the budget toolkit.		
<b>10.</b>	<b>Governor Visits</b>		
10.1	The Chair had confirmed the programme of Governor Visits for 2016/2017 after discussions at the last Full GB meeting – see attached detailed plan.	Oct 16	Chair/ Clerk
10.2	Final arrangements to be confirmed by email, and it is hoped that, like last year, all non-teaching governors will have participated in at least one visit.		
10.3	The Innovative Practice in Maths Report had been circulated at the end of the Summer Term 2016.		
10.4	The finalised Pupil Premium report (PS/CG) to be checked by the Chair, who will forward this to the Clerk for distribution. See attached report.	Oct 16	Chair/ Clerk
<b>11.</b>	<b>Data Sharing Protocol for Cambridgeshire Primary Headteacher's</b>		
11.1	A letter from the LA regarding a new Data Sharing Protocol for Cambridgeshire Primary Headteacher's was circulated to the Committee prior to the meeting. The school has agreed to participate in the sharing of data with the LA in the terms outlined in the letter.		
<b>12.</b>	<b>Standing item – Innovative Practices</b>		
12.1	Innovative Practices is now a standing item at these Committee meetings.		
12.2	The Headteacher was able to report on the following Innovative Practices in Mathematics, including:		

	<ul style="list-style-type: none"> <li>• Visit by a local Primary Headteacher to review innovative teaching practices;</li> <li>• Successful hosting of a 'Number Sense' course, by CG, sharing good practice for KS1 teachers from across Cambridgeshire;</li> <li>• Planning for a similar course for KS2 teachers; and</li> <li>• Introduction of Number Link boards.</li> </ul>		
<b>13.</b>	<b>Review Work Schedule</b>		
13.1	The revised Work Schedule was circulated to the Committee prior to the meeting.		
13.2	The Committee noted that Attendance and Absence Data had been discussed in the Headteacher's Report at the last Full GB meeting on 15 September 2016.		
13.3	Impact of Pupil Premium on attainment – see item 10.4 above.		
13.4	An analysis of performance in 2015/2016 had been discussed in the Headteacher's Report at the last Full GB meeting on 15 September 2016, and expanded upon tonight – see item 6 above.		
13.5	The Governor Visits for 2016/2017 had been discussed in the Headteacher's Report at the last Full GB meeting on 15 September 2016, and confirmed tonight – see item 10.1 above.		
<b>14.</b>	<b>Review Schedule of Policies</b>		
14.1	The Committee reviewed the Schedule of Policies which had been circulated to the Committee prior to the meeting.		
14.2	A draft Social Media Policy was discussed at the last Committee meeting in June 2016. RJ had prepared the revised version which was discussed at length. Additional changes were made and the Clerk will send the further revised version to RJ for final approval.	Oct 16	Clerk/RJ
14.3	The Special Educational Needs & Disability (SEND) Policy was approved, and will be spell-checked by the Clerk for consistency.	Oct 16	Clerk
14.4	The Safeguarding and Child Protection Policy was revised at Full GB meeting on 15 September 2016, and the responsibility for this policy will also be moved to the Full GB.	Oct 16	Clerk
14.5	An old Charging & Remissions Policy will be rewritten by the Headteacher and the responsibility for this policy will also be moved to the Learning & Development (not Finance & Premises). The policy to be an agenda item at the next Committee meeting, on Thursday, 10 November 2016.	Nov 16	Head/ Clerk
14.6	The E-safety Policy was approved for use in school.		
<b>15.</b>	<b>Minutes of the previous meeting</b>		
15.1	The minutes of the last meeting on 16 June 2016 were read, agreed and signed by the Chair as a true record of the meeting.		

<b>16.</b>	<b>Any Other Business</b>		
16.1	The Headteacher asked that a presentation on the teaching of Religious Education would be made at the start of the next Committee meeting, on Thursday, 10 November 2016.	Nov 16	Clerk
16.2	There being no other business the meeting closed after item 17 at 7.08 pm. The Committee were then able to review some of the new resources purchased for the teaching of Mathematics.		
<b>17.</b>	<b>Summary of Impact on Standards and Progress</b>		
17.1	Full GB and Committee meetings now end by reflecting on what the meeting has achieved to further school improvement.		
17.2	The Committee agreed that, at this meeting, it had: <ul style="list-style-type: none"> <li>• Improved governors understanding of issues around the school data, including closing the gap;</li> <li>• Were better informed on the innovative work in Maths and reviewed some of the new resources;</li> <li>• Received and finalised the Governor Visits programme; and</li> <li>• Discussed the impact of a new Social Media Policy.</li> </ul>		

#### Learning & Development Committee Action Points – 29 September 2016

<b>L&amp;D 1 2016/2017 AP No:</b>	<b>Action Point</b>	<b>By Whom</b>	<b>Outcome</b>
1.	6.4 The FFT dashboard will be circulated to the Full GB after to the meeting by the Clerk.	Clerk	Completed
2.	10.1 The confirmed programme of Governor Visits for 2016/2017 to be circulated by the Chair/Clerk.	Chair/Clerk	Completed
3.	10.4 The finalised Pupil Premium report (PS/CG) to be checked and circulated by the Chair/Clerk.	Chair/Clerk	Completed
4.	14.2 The Clerk to send the revised Social Media Policy to RJ for final approval.	RJ/Clerk	Completed
5.	14.3 The SEND Policy to be spell-checked by the Clerk for consistency.	Clerk	Completed
6.	14.4 The Safeguarding and Child Protection Policy to be the responsibility of the Full GB.	Clerk	Completed
7.	14.5 The Charging & Remissions Policy to be rewritten by the Headteacher, and to be an agenda item at the next Committee meeting, on Thursday, 10 November 2016.	Head Clerk	Completed
8.	16.1 Religious Education to be an agenda item at the start of the next Committee meeting, on Thursday, 10 November 2016.	Clerk	Completed