

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

**Minutes of the Learning and Development Committee Meeting
Thursday, 4 May 2017 (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, Claire Gerrard, Louise Lawson, Jill Foster, Jane Ainscow, Rob Jagger and Carolyn Jepson.		
1.2	Non-Governors Present: David Clark (Clerk).		
1.3	The meeting was quorate with seven governors present.		
1.4	Apologies for absence, with governors' consent: Yasmin Finch, David Varey, Christine Curtis and Peter Smith. Rob Jagger chaired the meeting.		
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.		
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.		
3.	Outstanding Learning and Development Committee Action Points		
3.1	Two of the five Action Points from the last meeting on 16 March 2017 were agenda items (APs 4 & 5).		
3.2	The remaining three APs (APs 1, 2 & 3) were discussed, and it was noted that: <ul style="list-style-type: none"> • For AP1, the Governor visit by CS/LL/SD to review Pre-school and Foundation Stage had taken place, and the report was drafted. Other visits are due to take place this term – see 6.2 below; • For AP2, the latest version of the data spreadsheet will be 	May 17	CC

	<p>circulated to the entire GB by the Clerk after the meeting – see 4.1.1 below;</p> <ul style="list-style-type: none"> For AP3, the Ofsted Parent Survey was undertaken by 173 parents last week and was very positive. The results will be published in a letter to Parents from the Headteacher. A Children’s Survey is being completed in school this week, and is based on NHS Wellbeing model. 	May 17	Head
4.	Headteacher’s report		
4.1	Data		
4.1.1	Hard copies of the latest version of the data spreadsheet were distributed at the meeting and will be circulated to the entire GB by the Clerk after the meeting.	May 17	Clerk
4.1.2	The data spreadsheet was discussed and the highlights for each Year Group were outlined. There is a focus on greater depth in Year 1. In both KS1 and KS2 the combined Reading/ Writing/ Maths scores indicate that pupils are on-track.		
4.1.3	Governors asked questions about particular columns and for clarifications on some of the figures.		
4.1.4	Team Leaders, with SMT, have unpicked the data and all staff know who needs the most help and in what areas.		
4.1.5	The school is moderating the data internally and may be selected for monitoring by the LA later this term. We are also again taking part in Cluster moderation this term.		
4.2	Ofsted Parent Survey and Children’s Survey - discussed in point 3.2 AP3 above.		
4.3	Service Children		
4.3.1	The school is experiencing an increase in the numbers of Service Children it has on roll across all year groups. This is set to rise further as Wyton Primary School is now full.		
4.3.2	The Head proposed to add a statement about Service Children to the school website. She confirmed that the Pupil Premium information on the website had been updated at Easter.	May 17	Head
4.3.3	The Head also confirmed that she is meeting with both the Army and Air Force Liaison Officers in the coming weeks. One parent has already volunteered to be a local point of contact.		
4.4	Ofsted – There was a brief discussion about the latest Inspection and when the report is published the TOP will be amended accordingly.		
5.	Chair’s Action		
5.1	The Acting Chair had no additional activity to report.		
6.	Standing items		
6.1	Innovative Practices Innovative Practices are now a standing item at these Committee meetings. The school is leading the way by having a Positive Mental		

6.2	<p>Health Policy – see 8.2 below.</p> <p>Governor Visits Governor Visits are now a standing item at these Committee meetings. The Governor Visits schedule is on-track, with the report on the visit to Pre-school and Foundation Stage to follow – see 3.2 AP1 above. FN reported on a meeting he had attended with CC and the NQTs. The meeting had been arranged to fulfil the duty of care that the school had towards the development of its NQTs. At least two further visits are planned for this term, including:</p> <ul style="list-style-type: none"> • Parental Involvement in Learning; and • Impact of merger of pre-school on learning in EYFS. 		
7.	Review Work Schedule		
7.1	The revised Work Schedule included the following three activities for completion:		
7.2	A 20 class single-age structure has been agreed with Finance and Premises Committee, and with Personnel and Salaries, for 2017/2018 (Year 5 will have two classes, and all other Year groups will have three classes).		
7.3	The Headteacher’s Report to the Full GB meeting each half-term contains Absence Data and the school has been set an Attendance Target that is higher than the national average. One issue was raised by Ofsted last week, concerning the attendance of EAL pupils but this has been raised with the EWO who is dealing with the matter.		
7.4	There have been no fixed-term exclusions this term.		
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	Discussion took place over the following policies which were amended and then adopted for use in school, including: <ul style="list-style-type: none"> • Positive Behaviour Policy: • Positive Mental Health Policy (new); and • Pupils Going Home Late Protocol (new). 		
8.3	A revised Accessibility Plan was deferred to Thursday, 15 June 2017, where a new Growth Mindset Policy will also be presented.	June 17	Clerk
9.	Minutes of the previous meeting		
9.1	The minutes of the last meeting on 16 March 2017 were read, agreed and signed by the Chair as a true record of the meeting.		
10.	Any Other Business		
10.1	There being no other business the meeting closed after item 11 at 6.57 pm.		

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	<p>The Committee agreed that, at this meeting, it had:</p> <ul style="list-style-type: none"> Expanded its range of policies to include an holistic approach to the welfare of the whole child, as well as being innovative, by introducing a Positive Mental Health Policy; and Proactively supporting the increasing number of Service Children in the school. 		

Learning & Development Committee Action Points – 4 May 2017

L&D 5 2016/2017 AP No:	Action Point	By Whom	Outcome
1.	3.2 AP1 - the Governor visit report on Pre-school and Foundation Stage and the draft report to be finalised.	CC	
2.	3.2 AP3 - the results of the Ofsted Parent Survey to be published in a letter to Parents from the Headteacher. The Children's Survey to also be completed.	Head	
3.	4.1.1 The latest version of the data spreadsheet to be circulated to the entire GB by the Clerk after the meeting.	Clerk	Completed
4.	4.3.2 The Head to add a statement about Service Children to the school website.	Head	
5.	8.3 The revised Accessibility Plan and a new Growth Mindset Policy to be agenda items at the next Committee meeting on Thursday, 15 June 2017.	Clerk	Completed