

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

**Minutes of the Learning and Development Committee Meeting
Thursday 6th May 2021 (6:00 – 7:15pm)**

Learning and Development Committee Membership			
Vicci Godbold	VG	Andrea Dollard	AD
Dawn Mills	DM	Rob Jagger	RJ
Heather Wood	HW	Peter Smith	PS
Claire Gerrard	CG	Kasita McLeod	KM
Cathy Sweet	CS	Jane Ainscow	JA

Item		Action	Lead
1.	Welcome / Apologies / Declarations of Interest		
1.1	Governors Present: Andrea Dollard, Kasita McLeod, Claire Gerrard, Cathy Sweet, Dawn Mills, Vicci Godbold, Peter Smith, Heather Wood and Jane Ainscow.		
1.2	Non-Governors Present: Jenn Dover (Clerk).		
1.3	The meeting was quorate with 9 governors present.		
1.4	Apologies for absence, with governors' consent: Rob Jagger.		
1.5	Absent: None.		
1.6	Declarations of Interest: None.		
2.	Minutes and matters arising from the meeting held		
2.1	The minutes of the last meeting held on 11 th March 2021 were read, approved and signed by the Chair as a correct record of the meeting.		
2.2	There was one action point following the last meeting which had been completed.		
3.	Head's Report		
3.1	Curriculum Update: ACTION: The most recent Harringay curriculum update will be circulated to the GB when sent to VG. Year 3 pupils and teachers will be trialling the programme in the second half of this term, in readiness for it to be rolled out in September in Years 3 and 4 only. A focused SIP visit is happening next week, in which a governor is joining, and the report of this visit will be circulated. This will be focusing on how successfully the current curriculum is working. Equality will be a focus of some staff meetings to reflect the changing culture of the school in September. These meeting will be a chance to recognise unconscious bias and how equality is reflected in the curriculum. Governors were invited to join these meetings if they	ACTION	VG

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<p>3.2</p> <p>3.3</p> <p>3.4</p>	<p>wished. A writing programme developed by Jane Constantine, based on developing the structure of writing is being trailed in Year 5 and 6 with great success and now is ready to be rolled out all over the school.. This will be the focus of the training day in September so the strategy can be implemented across the school.</p> <p>Return to School/Covid Catch up: A parent questionnaire has gained 171 responses, to which 97% stated their child felt and safe at school. 70% of responses stated they would like a mixed approach to parents evening, therefore, an October Inset day will be online parent consultation with face to face being held in March. LA have informed the Head’s that there should be no parent engagement on the school site with the intention of keeping school staff and pupils safe until the end of term. Sports days will be held in bubbles with no parent audience and some productions are planned for later in the term but there will be no audiences and it will be recorded. Currently catch up funds are being used for online tutoring, with some live tutoring taking place in some year groups. Each team leader has been consulted on what they would like the catch up interventions to involve from September. This is reflected in the budget. One pupil is currently learning off site, accessing their full time education through a robot in the classroom and other outside provisions. The school have worked closely with the LA on this pupils learning needs now and in the future.</p> <p>Pupil Premium Funding: An update had been circulated prior to the meeting. The Head attended some courses regarding pupil premium over the lockdown and this is reflected in the paperwork. CHALLENGE: Governors requested more data/ clarity regarding the pupil premium report especially in running targeted interventions so the committee can ensure it is making a difference. The Head agree to look at this for next time to ensure a fuller picture is provided for the committee. CHALLENGE: The committee asked if the funding carry forward is ring fenced, to which is it and it highlighted on the budget in the finance committee meeting.</p> <p>PREVENT/Safeguarding: The school is due a safeguarding audit. The Safeguarding lead governor is meeting the Head prior to this audit. The updated PREVENT information has been circulated. CHALLENGE: The committee asked when the staff had most recently completed the training, to which VG stated it was 6 years ago. The committee felt that this was a long time ago and felt it was appropriate for the staff to revisit this training, as despite safeguarding training being completed recently (Where Prevent was highlighted again) it was useful to full complete</p>	<p>CHALLENGE</p> <p>CHALLENGE</p>	
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	PREVENT training especially considering the new staff that have joined in that time. There were no further questions for the head.		
4.	Do Governors know?		
4.1	As part of the safeguarding audit the Head asked the Governors the following questions. What is Thorndown’s offer of early help to all families? Governors found that there was little information on the school website regarding this. The Head did inform the committee that it does not need to be published on the website. The committee understood that Sara Harris, the teaching team, SENCO and the Huntingdonshire family workers would be involved with the offer of early help and suggested that this might be highlighted on the website. The committee also suggested that there might be more information available on the SEND pages for parents. CHALLENGE: The committee also asked what training Sara Harris has completed, which the Head informed them and it was agreed that this should be included on the website, but not in SEN as it isn’t linked to SEN.	CHALLENGE	
4.2	Do staff and governors understand the policies that contribute to the safeguarding culture of the school? The committee were able to list the below polices that contributed. These included PSHE, whistleblowing, intimate care, safer recruitment, changing and nappy. The committee agreed that most policies in the school have some aspect of safeguarding included as it is the golden thread that runs through all the school does. The committee also felt that safeguarding was a regular topic of staff meetings so it was embedded in school culture. The Head also mentioned that it was included in risk assessments, attendance and children not collected policies.		
5.	Chair’s Report		
5.1	Nothing to report.		
6.	Monitor attendance and absence data		
6.1	A report had been circulated prior to the meeting. The Head informed the committee that since the first lockdown the DfE have asked for a daily register to understand the flow of pupils across the school. A weekly report is then sent to the LA and Head. This report shows the school is above national average across the report. This report then supports attendance checks. The committee agreed that this was a useful report to see regularly as it can be used to identify trends as well as providing the committee with a clear picture of attendance across the school.		
7.	Policies		

7.1	Pre-School and School attendance: It was suggested that as the Pre-school attendance is an appendix then the pre-school attendance policy would be archived. Governors requested that the named staff were to be changed to named roles. DECISION: The committee agreed this policy.	DECISION	
7.2	Pupils going home late: The governors asked if there was a designated person that stays late at school for this reason ,to which the Head stated that the office staff are in the building until 5pm as well as other staff. The afterschool clubs also have the Safeguarding Leads personal phone numbers if required. DECISION: The committee agreed this policy	DECISION	
7.3	Art and design: There was a discussion about some wording used in section 1.2 and the governors asked if the Head would look over this policy as well as the subject lead which was confirmed. DECISION: The committee agreed this policy	DECISION	
7.4	Prevent action plan: This was discussed above in the Head's report.		
7.5	Accessibility plan: This had been approved at the previous meeting and an update had been circulated and there were no comments on it.		
8.	Any other business		
8.1	Governor visits: GB are attending a SIP meeting next week and other visits are currently being scheduled.		
9.	Summary of Impact on Standards and Progress		
10.1	The GB agreed that, to further school improvement, the meeting had achieved the following: <ul style="list-style-type: none"> • The committee were fulfilling their responsibility for prevent and safeguarding policies. • The committee understood and supported the strategic direction of the curriculum from September. • The committee held the executive leaders to account by understanding how the Catch up funding and Pupil Premium Expenditure was being used in school and the impact these were having. 		

Meeting end at 18:50

Learning & Development Committee Action Points – May 2021

	Action Point	By Whom	Outcome
AP1	3.1 VG to circulate the most recent Harringay video	VG	May 2021

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