

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

**Learning and Development Committee Meeting  
Thursday 9<sup>th</sup> March 2023 (6.00 to 7.15 p.m.)  
Minutes**

<b>Learning and Development Committee Membership</b>			
Chris Snape	Head	Nick Drury	ND
Heather Wood	HW	Rob Jagger	RJ
Katie Humphrey	KH	Peter Smith	PS
Emily Broadhurst	EB	Duncan Woodall	DW
Jane Ainscow	JA		

<b>Item</b>		<b>Action</b>	<b>Lead</b>
1.	Welcome / Apologies / Declarations of Interest		
1.1	Governors present: Chris Snape, Jane Ainscow, Duncan Woodall, Katie Humphrey, Heather Wood, Nick Drury.		
1.2	Apologies for absent: Emily Broadhurst and Rob Jagger.		
1.3	Absent: None.		
1.4	Declarations of Interest: ND spouse works at the school.		
2.	Minutes and action points from the meeting held on 19 <sup>th</sup> January 2023		
2.1	The minutes from the meeting held on 19 <sup>th</sup> January 2023 were agreed as a true and accurate record.		
2.2	There were no action points.		
3.	Head's Report		
3.1	Harringay Curriculum: The review is still on-going and members of the team are attending other schools to see it in practice. Subject leads will then review the curriculum and cater the programme to suit the school better. CS explained how it would then fit into remaining curriculum plans. Writing group is now established and looking at how the units and programmes are fitting together. The group is made of teachers, not subject leaders, so the work can be used as CPD. There has been a lot of enrichment but next year this needs to be mapped out further.		
4.	Chair's Report		
	Nothing to report.		
5.	Monitor Absence and Attendance Data		
5.1	CS shared the latest attendance data, which highlighted that the school attendance is above national. CS informed the committee that the LA attendance officer had a meeting with CS and the School Secretary and they were happy with the attendance data. CS shared there was lots of guidance but the approach is to work with parents as much as possible in a holistic approach. LA have released further example letters for the school to use. The school is also looking into offering a breakfast on a Friday to help support families.		
5.2	Persistent attendance is above national average but this is not too dissimilar to other local school. Parental engagement is		

5.3	<p>intended to increase this attendance. LA have advised CS on how to pin point the data to target groups with funding. CS reassured the committee that the attendance was good but there is scope to improve.</p> <p><b>CHALLENGE:</b> ND asked why there was a massive dip in attendance in week 15 and 16, which CS explained was near the Christmas Holidays, when there was a high level of illness.</p> <p><b>CHALLENGE:</b> JA asked that the data shows year 1 and 6 both have same level of persistence and sought clarity whether it was the same families, which CS confirmed it was individuals.</p> <p><b>CHALLENGE:</b> JA commented that reception had good attendance, however, CS raised that attendance data for reception pupils can only be recorded in the term after they turn 5. The reception attendance data is still being monitored but no action can be taken until this milestone.</p> <p><b>CHALLENGE:</b> DW asked why the national figures were low, which CS responded that there is a residual impact of COVID on many individuals.</p>	<p><b>CHALLENGE</b></p> <p><b>CHALLENGE</b></p> <p><b>CHALLENGE</b></p> <p><b>CHALLENGE</b></p>	
5.4	<p>CS had held some parental contract meetings and explained how he approached these. However, going forward CS intends to ring some parents prior to the letter going out to explain the meaning <b>CHALLENGE:</b> DW asked if the letter include statutory phrasing and if this is what causes worry amongst parents, which CS confirmed it included the strongly advised wording from the LA.</p>	<p><b>CHALLENGE</b></p>	
5.5	<p><b>CHALLENGE:</b> HW raised that if parents are struggling to get their children into school in the lower years, has this increased since COVID or are their particularly reasons. CS confirmed it was being increasingly seen and explained the reasons behind it are anxiety and parental responsibility. CS reassured the committee that the School understanding and has plans in place to support parents. CS expects more guidance from DfE in response to the increase in national prevalence. The members of the committee shared how parents have shared their experiences of the school being proactive and offering support. The committee asked that this praise be fed back to the staff.</p>	<p><b>CHALLENGE</b></p>	
6.	Policies		
6.1	<p>RSE: There was no changes on this County Policy.</p> <p><b>DECISION:</b> The committee agreed this policy.</p>	<p><b>DECISION</b></p>	
6.2	<p>PHSE: There were no changes on this County Policy.</p> <p><b>CHALLENGE:</b> DW raised that the policy stated teachers are knowledgeable and skilled in this subject, and asked whether CS felt confident the staff could deliver the content. CS confirmed there was lots of guidance and CPD opportunities which can be offered to staff. JA reassured the committee that the County planning around the subject is excellent and clear guidance is given. <b>DECISION:</b> The committee agreed this policy. <b>CHALLENGE:</b> HW asked if there were any emerging issues, regarding local news events. CS stated that there has not been any impact on the school. The PHSE service can be slow to offer guidance in regards to current issues, but will do so if asked.</p>	<p><b>CHALLENGE</b></p> <p><b>DECISION</b></p> <p><b>CHALLENGE</b></p>	
6.3			

	<p>Mobile Phone: This included changes from the County as the current school policy did not include all portable personal devices. <b>DECISION:</b> The committee agreed this policy.</p> <p><b>CHALLENGE:</b> KH asked if the school was handling smart watches the same as mobiles, which CS confirmed that they needed to be turned off in school, however, there were not many in school, but the staff are becoming more vigilant.</p> <p><b>CHALLENGE:</b> HW raised in the policy there was a line regarding friends request on social media and asked how this would be addressed for those staff who have children in school. CS suggested that the policy should reference the recently updated E-safety acceptable use policy for staff.</p> <p><b>CHALLENGE:</b> HW raised whether the policy needs to clarify that staff, as parents, still need to go through official channels for school communication, which CS stated was included in the Staff Code Of Conduct.</p> <p>There was a discussion regarding whether staff should lock up mobiles in the classroom or the office, which CS said he would speak to staff regarding the best practice.</p>	<p><b>DECISION</b></p> <p><b>CHALLENGE</b></p> <p><b>CHALLENGE</b></p>	
6.4	<p>Missing Pupil Procedures: There was no change to this policy. <b>DECISION:</b> The committee agreed this policy.</p>	<b>DECISION</b>	
6.5	<p>Homework: Changes had been made to this and the committee suggested some further minor amendments to some of the wording. <b>CHALLENGE:</b> HW asked if there was opportunity in school for pupils who were unable to complete homework at home, which CS confirmed. <b>DECISION:</b> The committee agreed this policy.</p>	<p><b>CHALLENGE</b></p> <p><b>DECISION</b></p>	
6.6	<p>Growth Mindset: There was no change to this policy. <b>DECISION:</b> The committee agreed this policy.</p>	<b>DECISION</b>	
6.7	<p>Children with health needs who cannot attend school: This was a new policy from The School Bus. <b>DECISION:</b> The committee agreed this policy.</p>	<b>DECISION</b>	
7.	Any other business		
7.1	<p>HW raised that she attended the Cambridge Young Artist exhibition and some Thorndown art work was exhibited in different areas and was impressed with the standard. CS stated this has been mentioned in assembly and staff and pupils had received feedback.</p>		
7.2	<p>There was a discussion regarding the visit schedule and JA asked that the Summer visit for EYFS is included on the agenda for the Summer term.</p>		
7.3	<p>DW asked if there were any prejudicial related incidents, which CS said there had been one so DW agreed to attend school to discuss this in the summer term.</p>		
8.	Summary of impact and standards		
8.1	<p>The committee agreed that this meeting impacted on standards and drove progress by:</p> <ul style="list-style-type: none"> <li>The committee has received an overview of the curriculum progress which shows the refinement required going forward.</li> </ul>		

	<ul style="list-style-type: none"> <li>The committee were well informed of the attendance data of the school and the reasons underpinning the attendance data and the need to support families.</li> </ul>		
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The meeting closed at 18:47

**L&D Action Points - None**