

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

**Minutes of the Learning and Development Committee Meeting
Thursday, 27th February 2020 (6.00 to 7.15 p.m.)**

Membership of the Learning and Development Committee:	
Vicci Godbold	Head
Christine Curtis	CC
Claire Gerrard	CG
Dawn Mills	DM
Jane Ainscow	JA
Peter Smith	PS
Rob Jagger	RJ
Cathy Sweet	CS
Heather Wood	HW
Jon Lee	JL
Andrea Dollard	AD

Item		Action	Lead
1.	Welcome / Apologies / Declarations of Interest		
1.1	Governors Present: Vicci Godbold, Dawn Mills, Cathy Sweet, Heather Wood and Rob Jagger		
1.2	Non-Governors Present: Jenn Dover (Clerk).		
1.3	The meeting was quorate with 5 governors present and CS acted as Chair on behalf of JA.		
1.4	Apologies for absence, with governors' consent: Peter Smith, Jane Ainscow, Christine Curtis, Claire Gerrard, Andrea Dollard.		
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 GB in respect of any item on the agenda.		
2.	Notice of change in order, or any other business		
2.1	There was no change to the order of the meeting or any other business.		
3.	Review of minutes, and action points of the previous meeting held on 16th January 2020.		
3.1	The minutes of the previous meeting held on 16th January 2020, circulated prior to the meeting, were agreed and signed by the Chair as a true record of the meeting.		
3.2	The action points below were completed: <ul style="list-style-type: none"> ● AP1 - VG has circulated the behaviour policy presentation to all governors. ● AP2 - VG will be bringing an update on how the teachers are dealing with the new behaviour crystal in her Head's Report. ● AP3 - VG will provide different examples of writing in this meeting 		

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READ & AGREED AS A TRUE RECORD (CHAIR)

4.	Head's Report		
4.1	Parental questionnaire have been organised with changes being made to the questions to reflect the OFSTED parent view questions modifications. VG stated that the questions will be based around curriculum as well as whether parents have attended school events. School productions are taking place this half term, with Y4 doing 'Alice in Wonderland' and Yr 3 doing 'Hoodwinked' . The Mini Moo cow is now in Cambridge, and 5 reps from the school are going to the launch in March. Book week is next week and work has already started on the dressing potatoes as book characters.		
4.2	A broad range, showing on track, working towards and greater depth, of writing across years 2, 4 and 6 was provided for the governors to look through in the meeting. There was a robust discussion regarding the different writing styles, levels, and the differences in the cohorts and their development. The governors queried whether the topic and style of writing affects the level of writing as well as gender, which led to a healthy discussion regarding the many aspects that can affect a pupils writing. The governors were happy to see the learning that had taken place over the years and the developments presented in the writing.		
4.3	CHALLENGE: HW asked what type of intervention there was currently in place to aid pupils to develop their writing. VG and DM led a discussion on how the teacher approaches a piece of writing work that would include strategies such as whole class writing, working in small groups, looking at each others works as well as individual teacher support. The governors were invited to join the open classroom event to see how writing is being taught across the school. The governors requested that it would be interested to see greater depth shown across a range of topics. ACTION: VG to provide examples of greater depth shown across a range of topics in the year groups.	CHALLENGE	
		ACTION	VG
5.	Chair's Report		
5.1	There was no chair report due to the absence of the chair.		
6.	Governor visit report		
6.1	Pupil premium report - There was no comments on this and this can now go to the next FGB meeting.		
7.	Policies		
7.1	Missing pupil procedure - CHALLENGE: HW asked how rigorously the procedure was checked for functionality and how confident staff feel that they would notice a missing child. VG confirmed how absences are dealt with in the office, and reassured HW how the process is covered. ACTION: VG to report back from a missing child report check. CS raised that an amendment to be made by removing a name person on the policy, which the clerk will modify. DECISION: The committee agreed the policy.	CHALLENGE	
		ACTION	VG
		DECISION	
7.2	Homework Policy- There were no questions regarding this policy. DECISION: The committee agreed the policy.	DECISION	

8.	Any other business		
8.1	There was no other business.		
9.	Summary of Impact on Standards and Progress		
9.1	Full GB and Committee meetings now end by reflecting on what the meeting has achieved to further school improvement.		
9.2	<p>The Committee agreed that, at this meeting, it had:</p> <ul style="list-style-type: none"> • seen a clear progression of writing skills and attainment through pieces of work. This has resulted in a better understanding on how writing progresses in each year groups as well as a clear understanding of the different levels and how pupils are supported to achieve these. • As a result of revisiting the missing pupils procedure, governors are confident of it rigour and stress testing has been put in place. 		

The meeting finishes at 6:55pm

Learning & Development Committee Action Points – 27th February 2020

L&D 2019/20	Action Point	By Whom	Outcome
AP1	4.3 VG to provide examples of greater depth shown across a range of topics in the year groups.	VG	May 2020
AP2	7.1 VG to report back from a missing child report check	VG	May 2020